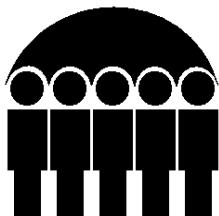


August 27, 2002

Employees' Manual
Title 10
Chapter I

ADMINISTRATIVE ESTABLISHMENT OF SUPPORT



Iowa
Department
of
Human Services

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BACKGROUND AND OVERVIEW

Legal reference: Iowa Code Chapter 252C
441 IAC 99.41(252C)

Iowa Code Chapter 252C gives Iowa Child Support Recovery Unit (referred to in this chapter as “the Unit”) legal authority to establish child and medical support obligations administratively when the child’s paternity is not at issue. In this context, “paternity not at issue” means:

- ◆ The child was born of a marriage. “Born of a marriage” means that the mother was married when the child was conceived or born, or at any time in between conception and birth.

Note: Use the 252F process for children born to two parents who later marry.

- ◆ The child’s paternity has been legally established by a court or other tribunal with jurisdiction over the parties and the subject matter.
- ◆ The child’s paternity has been legally established under Iowa Code section 252A.3A (or another state’s comparable statute making a paternity acknowledgment conclusive) as a result of the parents’ signing a paternity affidavit. Refer to 10-C, ***PATERNITY BY AFFIDAVIT***.

If the child has a legal father, use the administrative establishment process to establish support. If not, establish an administrative paternity and child support order for the biological father under Iowa Code Chapter 252F. If paternity is established for at least one child on the case as recorded on the CHILD screen, use the administrative establishment process for that child.

Administrative establishment may also be used to establish a support obligation when there is an order that is silent on the issue of support or if support is reserved but no reason is stated. If a reason is stated, modify the order using the administrative modification process.

To determine whether to establish or modify an order to include a support obligation, refer to Figure 1, Establishment v. Modification Decision Tree, on the next page, or refer to the administrative modification process.

ESTABLISHMENT V. MODIFICATION DECISION TREE

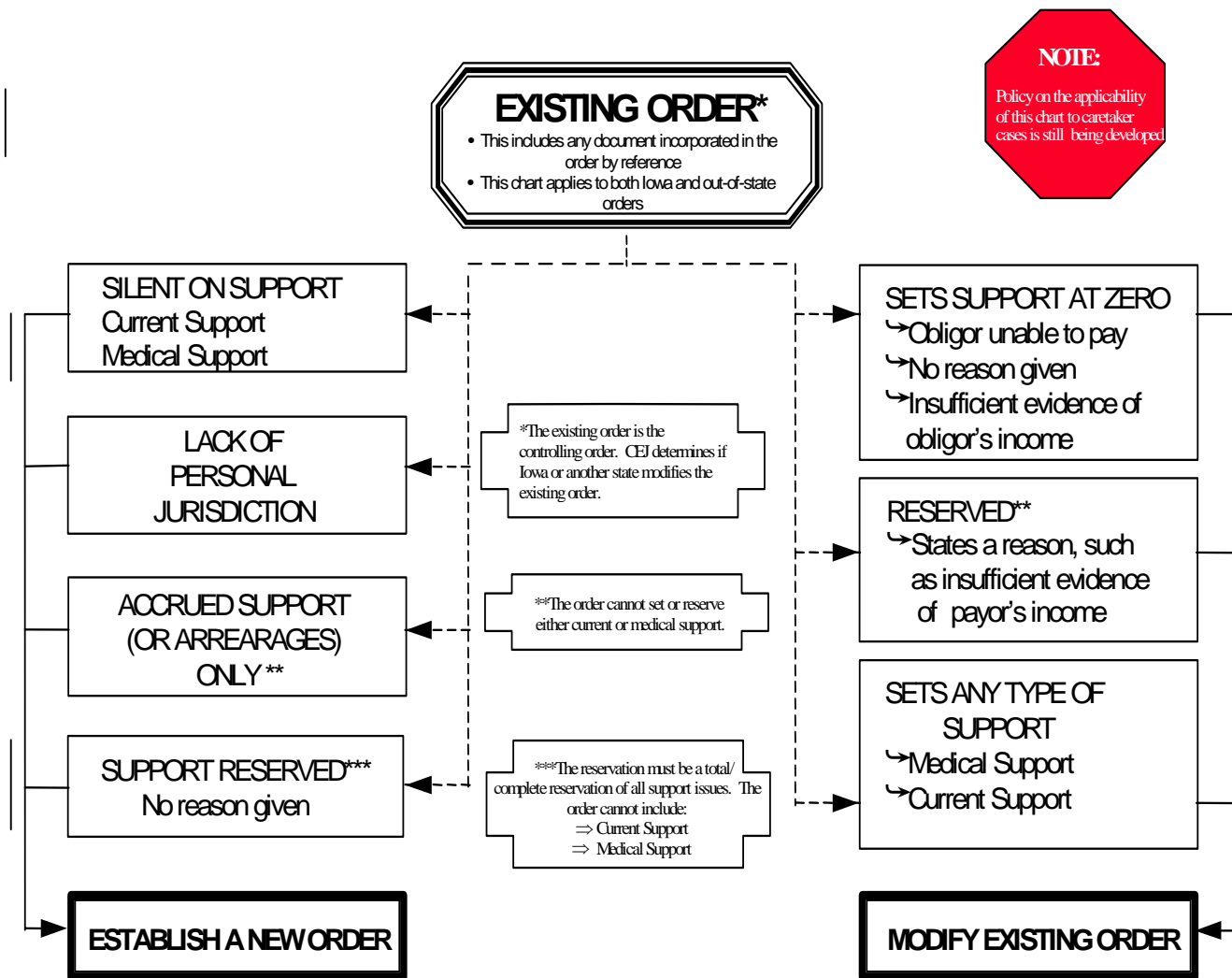


Figure 1

1. Child G is born two months before Mr. and Mrs. G divorce. The divorce decree states that the child was born of the marriage but does not include child support provisions. Mrs. G applies for FIP and names Mr. F as the father of this child.

Mr. G is the legal father. Unless he has successfully disestablished paternity (see 10-D, ***DISESTABLISHMENT OF PATERNITY***), initiate an action under Iowa Code Chapter 252C to establish an order for Mr. G to pay child support.

2. Mr. and Mrs. H have been married since 1985 but have been separated since 1990. Child H was born in 1994, and Mrs. H named Mr. I as the father. Mrs. H claims she has not seen Mr. H since he left her in 1990. Mr. I has contacted you and wants to admit paternity.

Because Mr. and Mrs. H are still legally married, Mr. H is the legal father unless he has successfully disestablished paternity. See 10-D, ***DISESTABLISHMENT OF PATERNITY***, for additional information. Initiate an action under Iowa Code Chapter 252C to establish an order for child support against Mr. H.

3. Ms. J and Mr. K, who were never married, have a daughter, Child J. Immediately after Child J's birth, Ms. J and Mr. K signed an in-hospital paternity affidavit acknowledging Mr. K as Child J's father. Now, Ms. J and Mr. K have split up, and Ms. J is seeking child support. Mr. K says he may not be Child J's father.

Mr. K is the legal father (pursuant to Iowa Code section 252A.3A). Unless he has successfully disestablished paternity or the affidavit was rescinded within required timeframes (see 10-C, ***PATERNITY BY AFFIDAVIT***), initiate an action under Iowa Code Chapter 252C to establish an order for child support against Mr. K.

The administrative establishment process begins when the Unit serves the obligor with form 470-1922, *Notice of Support Debt*. This notice informs the obligor of the Unit's intention to establish a support obligation and provides the obligor with a list of rights and options for responding. Depending on the obligor's response to the notice, a variety of steps may be taken from the time the obligor is served with the notice until an administrative support order is entered.

Once the Unit has issued an administrative support order, a Unit attorney submits the order to the district court for a judge's approval and signature. After the judge has signed the order, the Unit files it, along with all the other supporting documentation, including the notice, with the clerk of the district court. Once filed, the administrative support order carries the same weight and consequence as a district court order.

BACKGROUND AND OVERVIEW**List of Steps and Forms**

Revised April 1, 2005

Iowa Department of Human Services

Title 10 Support Establishment and Modification**Chapter I** Administrative Establishment of Support**List of Steps and Forms**

<u>Action</u>	<u>Form No.</u>	<u>Form Name</u>
Getting the caretaker's completed information or questionnaire	470-3877	<i>Child Support Information</i> (PA cases)
	or 470-3929	<i>Establishment Questionnaire</i> (NPA cases)
Issuing the notices	470-1922	<i>Notice of Support Debt</i>
	470-2983	<i>Notice of Support Debt: Foster Care</i>
	470-2788	<i>Role of the Child Support Recovery Attorney</i>
	470-2819	<i>What You Should Know About Immediate Income Withholding</i>
	470-2639	<i>Request for Financial Statement</i>
	470-2154	<i>Request to Complete Financial Statement</i>
	470-0204	<i>Financial Statement and Instructions for Completing the Financial Statement</i>
	470-2870	<i>Foster Care Financial Statement</i>
	470-3181	<i>Directions for Service (In-state)</i>
	470-3325	<i>Out-of-State Directions for Service</i>
Waiving service	470-2982	<i>Waiver of Personal Service and Acceptance</i>
	470-2981	<i>Personal Service Waiver Request</i>
Calculating the support amount and notifying the parties of the amount	470-2950	<i>Child Support Guidelines Worksheet Cover Letter</i>
	470-2640	<i>Child Support Guidelines Worksheet</i>
Holding a conference	470-2883	<i>Negotiation Conference Scheduled/Denied</i>
	470-1970	<i>Negotiation Conference Report</i>
Issuing the second notice	470-1924	<i>Second Notice of Support Debt and Finding of Financial Responsibility</i>
Scheduling a court hearing	470-1919	<i>Request for Hearing to Determine Support Obligation and Certification of Matter to District Court</i>
Issuing the administrative order	470-1918	<i>Administrative Support Order</i>
	470-2984	<i>Administrative Support Order: Foster Care</i>
	470-2608	<i>252C Approval Order</i>
	470/1916	<i>Order for Income Withholding</i>
Holding a judicial hearing	470-3640	<i>252C Judicial Support Order</i>

Time Limits and Deadlines

Legal reference: Iowa Code section 4.1(34) and Chapter 252C

An action to establish support may be brought before a child's 18th birthday. If the child attends classes full time and is expected to complete high school graduation or equivalency requirements after age 18, but before age 19, the action may be brought after the child's 18th birthday. The action is "brought" on the date form 470-1922, *Notice of Support Debt*, is served on the obligor.

To count days allowed for the time limits associated with the administrative establishment process, exclude the first day and include the last day. If any deadline falls on a Saturday, Sunday, legal holiday, or a day when the clerk of court's office is closed, extend the deadline to the end of the Unit's next workday.

The parties have the right to waive the time limits for requesting a negotiation conference or court hearing by providing a written waiver to the Unit. Also, the Unit may extend the time limit for the obligor to request a court hearing, as long as the obligor makes the request before the administrative support order has been signed by a judge and filed with the clerk of the district court.

Child Support Information and Establishment Questionnaire

Legal reference: 441 IAC 99.22(252D)

If you do not already have information about the obligor from other sources, use form 470-3877, *Child Support Information*, or form 470-3929, *Establishment Questionnaire*, to gather necessary information from the obligee in order to proceed with the administrative establishment process. If you have information about the obligor from other sources, do not send these forms.

With either form, the Unit gets important information about the child that the Unit uses to determine how to proceed with the case. The information provided on these forms can be helpful if the Unit certifies the case to court. For example, use the forms to:

- ◆ Determine how paternity was established for each child.
- ◆ Determine if there are any existing child support orders.
- ◆ Gather important location information.
- ◆ Determine if Iowa has jurisdiction over the alleged father.

Use the *Child Support Information* form in public assistance (PA) cases. This form is the only form that the Unit uses to get information before initiating the administrative establishment process.

Use the *Establishment Questionnaire* in non-public assistance (NPA) cases in addition to form 470-0188, *Application for Nonassistance Support Services*, that the obligee completes when applying for child support services. The Unit uses the *Establishment Questionnaire* to get additional information necessary to proceed with support establishment but not already asked in the *Application for Nonassistance Support Services*.

If necessary, generate and send, by first-class mail, the *Child Support Information* form in a PA case or the *Establishment Questionnaire* in an NPA case to the obligee after activation of the FIP referral or after setting up an NPA case on new cases when you need further information to identify how to proceed with the case.

Note: In caretaker cases where the Unit opens a separate case for each parent, send only one form to the caretaker obligee to complete about both parents. Make a copy for each case file. If you know the location of the mother, you can also send the appropriate form to the mother. This is helpful if the caretaker does not know important information about the child or the parents.

Note: On existing cases, if you do not have sufficient information to proceed with an establishment action, generate and send, by first-class mail, the *Child Support Information* form to the obligee to complete.

The obligee has ten days from the date you mail the *Child Support Information* form or the *Establishment Questionnaire* to complete, sign and return it. After you receive the completed form from the obligee, determine whether to begin an administrative establishment action.

Completion of this form is not required to continue with the administrative establishment process. Do not refer a PA obligee for non-cooperation if you can still proceed with the administrative establishment process without the *Child Support Information* form.

Generating the Child Support Information Form From ICAR

If necessary, generate form 470-3877, *Child Support Information*, before initiating the administrative establishment process in a PA case. Generate this form from the CASE screen:

D479HC04		IOWA COLLECTION AND REPORTING SYSTEM		DATE: 06/03/03	
		-- CASE --		TIME: 09:28:31	
ICAR CASE NUMBER..:		IABC CASE NUMBER..:		ICIS CASE:	
FATHER UNKNOWN?....:		IABC CASE WRKR ID.:		SUF	
LAST		FIRST		MIDDLE	
PAYOR 1 NAME.....:		:		:	
PAYOR IS APPLICANT?		USATTY:		HCDREF: REASON: DATE:	
GEN FACE SHEET....:		DRI:		FVI:	
PAYOR 2 NAME.....:		:		:	
PAYEE NAME.....:		:		:	
QUEST: _ DATE: _/ _/ _					
INTERSTATE.....:					
CURRENT ACCT TYPE.:		CURRENT START DATE:			
ICAR CASE WRKR ID.:		CR ANNIVERSARY DTE: 00 00 00			
CHILD.....:		:			
NPA APP REQUEST...:		NPA APP SENT.....:			
CASE OPEN DATE....:		REFERRAL/APPLICATION DATE.:			
STATUS (A/I/C/D/H):		SPOUSAL SUPPORT ONLY (Y/N):			
TERM NOTICE SENT..:		REASON:		CASE CLOSED DATE:	
REDIRECTION FLAG...:		NSF HOLD FLAG (Y/N).:		LAST REVIEW DATE:	
CLOSE (N) :		NOTICE GENERATE.....:		NEXT REVIEW DATE:	
PF2=ADD, PF3=MODIFY,		PF5=INQUIRY, PF9=REFRESH			
NEXT SCREEN:		NOTES:			
PLEASE ENTER CASE NUMBER AND PRESS PF5					

To generate this form, enter a “Y” in the QUEST field on the CASE screen. ICAR checks the CURRENT ACCT TYPE field on the PAYEE screen to establish whether the case is a PA or NPA case.

If ICAR displays a 10, 11, 13, 14, 16, 18 or 19 in the CURRENT ACCT TYPE field when you enter a “Y” in the QUEST field, ICAR generates form 470-3877, *Child Support Information*. ICAR then completes the DATE field with the current date and issues a calendar flag (EST 10) ten days in the future to remind you to review the case to determine if the obligee returned the completed form.

BACKGROUND AND OVERVIEW**Child Support Information and Establishment...**

January 13, 2004

Iowa Department of Human Services

Title 10 Support Establishment and Modification**Chapter I** Administrative Establishment of Support

If you need to regenerate the *Child Support Information* form, enter an “R” in the QUEST field. ICAR regenerates the *Child Support Information* form as long as the entry in the CURRENT ACCT TYPE field has not changed from a PA account type to an NPA account type.

After ICAR regenerates the form, it changes the “R” back to a “Y” and updates the DATE field with the current date. ICAR issues a calendar flag (EST 10) ten days in the future, which replaces any, previously issued EST 10 calendar flag.

Note: You can also generate this form from the FORMOSEL screen.

Generating the Establishment Questionnaire From ICAR

If needed, generate form 470-3929, *Establishment Questionnaire*, before initiating the administrative establishment process in an NPA case. Generate this form from the CASE screen:

D479HC04	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 06/03/03
	-- CASE --	TIME: 09:28:31
ICAR CASE NUMBER..:	IABC CASE NUMBER..:	
FATHER UNKNOWN?....:	IABC CASE WRKR ID.:	ICIS CASE:
LAST	FIRST	MIDDLE
PAYOR 1 NAME.....:	:	:
PAYOR IS APPLICANT?	USATTY:	HCDREF: REASON: DATE:
GEN FACE SHEET....:	DRI:	FVI:
PAYOR 2 NAME.....:	:	:
PAYEE NAME.....:	:	:
QUEST: _ DATE: _ _ / _ _ / _ _ _ _		
INTERSTATE.....:		
CURRENT ACCT TYPE.:		CURRENT START DATE:
ICAR CASE WRKR ID.:		CR ANNIVERSARY DTE: 00 00 00
CHILD.....:	:	:
NPA APP REQUEST....:		NPA APP SENT.....:
CASE OPEN DATE....:		REFERRAL/APPLICATION DATE.:
STATUS (A/I/C/D/H):		SPOUSAL SUPPORT ONLY (Y/N):
TERM NOTICE SENT..:	REASON:	CASE CLOSED DATE:
REDIRECTION FLAG..:	NSF HOLD FLAG (Y/N):	LAST REVIEW DATE:
CLOSE (N) :	NOTICE GENERATE.....:	NEXT REVIEW DATE:
PF2=ADD, PF3=MODIFY,	PF5=INQUIRY,	PF9=REFRESH
NEXT SCREEN:	NOTES:	
PLEASE ENTER CASE NUMBER AND PRESS PF5		

To generate this form, enter a “Y” in the QUEST field on the CASE screen. ICAR checks the CURRENT ACCT TYPE field on the PAYEE screen to establish whether the case is a PA or NPA case.

If ICAR displays a 12 or a 15 in the CURRENT ACCT TYPE field when you enter a “Y” in the QUEST field, ICAR generates form 470-3929, *Establishment Questionnaire*. ICAR then completes the DATE field with the current date and issues a calendar flag (EST 11) ten days in the future to remind you to review the case to determine if the obligee returned the completed form.

If you need to regenerate the *Establishment Questionnaire*, enter an “R” in the QUEST field. ICAR regenerates the form as long as the entry in the CURRENT ACCT TYPE field has not changed from an NPA account type to a PA account type.

After ICAR regenerates the form, it changes the “R” back to a “Y” and updates the DATE field with the current date. ICAR issues a calendar flag (EST 11) ten days in the future, which replaces any, previously issued EST 11 calendar flag.

Note: You can also generate the *Establishment Questionnaire* from the FORMOSEL screen.

Eligibility Criteria

Legal reference: Iowa Code Chapters 252K and 252C
441 IAC 99.41(252C)

This section provides necessary background information about the administrative establishment process. The Unit needs this information to respond to inquiries and to complete the steps that follow.

Initiate an administrative establishment action if the following criteria are met:

- ◆ The Unit (or another state agency) is providing IV-D services on the case involving the child for whom support needs to be established, and the status field on the CASE screen is an “A.”
- ◆ Paternity of the child has previously been established by marital status, court order, or formal paternity acknowledgment, as indicated by a “Y” in the PATERNITY ESTABLISHED field on the CHILD screen.

- ◆ An order establishing a support obligation for this obligor and child does not currently exist, or if multiple orders exist, none of the parties live in any of the issuing states.
- ◆ The child has not reached the child's 18th birthday, or the child has not reached the child's 19th birthday and is expected to complete high school graduation or equivalency before age 19.

Note: Do not establish a new order for a child who is 18 if an existing dissolution decree or administrative order ended support at age 18.

- ◆ The obligor's location is known, and the Unit can obtain personal jurisdiction over the obligor. The Unit can obtain jurisdiction if service of form 470-1922, *Notice of Support Debt*, is made on the obligor within the state of Iowa. If the obligor cannot be served within Iowa, Iowa may be able to obtain service based on long-arm jurisdiction.

Long-Arm Jurisdiction

Under certain conditions, Iowa may be able to serve legal documents on a person in another state. Service may be attempted in another state based on any of the following facts:

- ◆ The obligor is willing to submit to having support established in Iowa, and the obligor will accept service by signing form 470-2982, *Waiver of Personal Service and Acceptance*. (Iowa Code section 252K.201(2))
- ◆ The obligor resided in Iowa with the child. (Iowa Code section 252K.201(3))
- ◆ The obligor resided in Iowa and provided prenatal expenses or support for the child. (Iowa Code section 252K.201(4))
- ◆ The child resides in Iowa as a result of the acts or directives or with the approval of the non-resident obligor. (Iowa Code section 252K.201(5))
- ◆ The child may have been conceived in Iowa. (Iowa Code section 252K.201(6))
- ◆ The obligor asserted parentage in the declaration of paternity registry or established paternity by affidavit. (Iowa Code section 252K.201(7))
- ◆ Any other circumstance in which Iowa can assert jurisdiction over the nonresident obligor due to the obligor's necessary minimum contact with Iowa, consistent with the Iowa and United States Constitutions. (Iowa Code section 252K.201(8))

Determine if long-arm jurisdiction applies using information received from the obligee's application for services, the paternity questionnaire or mother's statement, or from a personal interview with the obligee.

Verifying Identity

Before proceeding with order establishment, make sure you have correctly identified the obligor. Positive identification is defined as the completion of all available steps to ensure that the correct obligor has been identified. A combination of name plus a minimum of **two** of the following identifying factors **must be** verified before you update the PAYOR/LOCATE screen with the social security number:

- ◆ Social security number
- ◆ Date of birth
- ◆ Place of employment
- ◆ Address
- ◆ Physical description. Use with discretion. For example, you must have a definitive description such as a specific tattoo.

Although undocumented citizens will not have a social security number, you must use a minimum of two of the remaining identifying factors listed above to ensure positive identification before proceeding to establishment or enforcement.

A social security number is one of the most important elements used in location efforts. Therefore, it is necessary to proceed with **extreme caution** when the person for whom positive identification is sought does not possess a social security number. **Do not update** the case record with information unless at least two of listed identifying factors are verified.

When you are unable to verify this information, do not enter the social security number. Take further identification action. Contact the obligee for additional information. Form 470-3199, *The Request for New Information about Obligor*, fulfills this requirement. After contact with the obligee, enter into ICAR any additional data provided. Review again for minimum required identifying factors.

If you are still unable to obtain positive identification, refer the case to the next level for additional review (e.g., a support recovery officer, support recovery aide, parental liability determination worker, program assistant, child support specialist, etc.). The next level worker may determine that a face-to-face or telephone interview is required to gather more information or to positively identify the obligor.

In completing the verification steps, if the required name plus minimum of two identifying factors can not be met, **do not** enter a social security number or proceed with order establishment. Set a calendar flag for no more than six months to again attempt verification.

Additional resources to determine positive identification include:

- ◆ VRHQ
- ◆ Jail or sheriff
- ◆ Parole or probation officers
- ◆ Clerk of court (COC)
- ◆ Federal Case Registry (FCR)
- ◆ Other states' CSRU and IV-A
- ◆ State Parent Locator Search (SPLS)
- ◆ Income maintenance worker (IMW)
- ◆ Social worker
- ◆ Social Security Death Index (SSDI)
- ◆ Child Support Enforcement Network (CSENET)
- ◆ Iowa Automated Benefit Calculation (IABC: ST01)
- ◆ Adult Corrections Data System (ACDS)
- ◆ Iowa Centralized Employer Registry (ICER)
- ◆ Iowa Collections and Reporting (ICAR/Refer)
- ◆ PIEX (to corroborate employment information)
- ◆ DLIC
- ◆ City directory
- ◆ Past employers
- ◆ Federal Parent Locator Search (FPLS)
- ◆ National Directory of New Hires (NDNH)
- ◆ Iowa Community Based Corrections System (ICBC)
- ◆ Local Social Security Administration office

- ◆ Iowa Court Information System (ICIS)
- ◆ Juvenile court officer (JCO)
- ◆ Family and Children Services System (FACS)

When you receive information from automated location sources, scrutinize the data to see that it aligns with other case information.

| If an obligor contacts the Unit to report that he or she has been incorrectly identified as a party on a case, hold your action and remove the social security number from the system immediately. Discuss personal information regarding identity with the party and compare it to the information provided in the case. Narrate in detail all information received and all actions taken.

If the party provides information clearly inconsistent with case information, review the case with the lead worker or supervisor to determine if documentation is needed. If the lead worker or supervisor determines no documentation is needed, remove all identifying information for that person from ICAR, narrate the results, and contact the party to report your actions and thank the party for cooperating.

If the lead worker or supervisor determines that documentation is needed, contact the party to make the request. Documentation may include, but is not limited to, a copy of a birth certificate, marriage certificate, or other statement of fact.

| If information provided is questionable, ask the party to appear at the local office with photo identification. If the person does not reside locally, make arrangements with the office nearest to the party. This may require collaboration with out of state child support agencies.

When the party appears at the office, require the party to provide verification of identity with a photographic identification. If the party agrees, make a copy of the photo identification. If the party does not agree to have the photo identification copied, take a photograph of the party. If photo identification is not available, consult with the attorney or supervisor.

Contact the obligee to come to the office and identify whether the person pictured in the photo identification or the photograph is the correct person. If the obligee verifies the photograph is not of the correct person, remove identifying information of that person from ICAR, narrate the results, and contact the party to report your actions and thank the party for cooperating.

If the obligee identifies the photograph as the correct party, ask for a signed statement from the obligee. Review with the lead worker or supervisor and attorney for the next steps, narrate the results, and contact the party to notify of the actions and of the next steps in the process to use to dispute the action.

If the party does not cooperate with the request to appear and provide photo identification, consult with the attorney.

Overview of ICAR

The administrative establishment process is accessed through two screens on ICAR: ADMINISTRATIVE ESTABLISHMENT (ADMIN), and ADMINISTRATIVE ESTABLISHMENT-2 (ADMIN2). Actions taken and forms generated from these screens issue automated narratives, statuses, and calendar flags that appear on the NARRCASE and CALCASE screens.

The ADMIN screen is the first screen used in the administrative establishment process. It displays the obligor's name, obligee's name, children's names, and other basic background information pertaining to the case. The ADMIN screen also displays the dates for the initial steps in the administrative establishment process.

The ADMINISTRATIVE ESTABLISHMENT-2 (ADMIN2) screen contains fields used for the remaining steps of the process. ADMIN2 also records the steps in the action that occur when the obligor requests a negotiation conference or court hearing. ADMIN2 records the reason the process ends.

The following descriptions of the function keys and common fields (the standard fields at the top of the screens) apply to both administrative establishment screens.

Function Keys

These keys have the same function on both administrative establishment screens:

- ◆ PF1 is used to access the help screens. If the cursor is on a field that contains help, PF1 displays the help for that field. If no help exists for that field or if the cursor is not on a field, PF1 displays the help text for that particular screen.

- ◆ PF2 is used to add the administrative establishment process (the ADMIN screen only).
- ◆ PF3 is used to update the administrative establishment process with any new information added to the screen.
- ◆ PF4 is used to delete the administrative establishment process. When you press PF4, ICAR issues a narrative (ADMIN50) for you to complete to document the reason for the deletion. The process must be ended before it may be deleted.
- ◆ PF5 is used to inquire on the administrative establishment process for the selected case.
- ◆ PF6 is used to access the INTERSTA screen.
- ◆ PF7 and PF8 are used to move from one screen to the other within the administrative establishment process.
- ◆ PF10 and PF11 are used to move from one administrative establishment process to another on the case.
- ◆ PF12 is used to access the GUIDLINE screen.

Common Fields

There are fields that appear on and function the same on both ADMIN screens. ICAR automatically completes the fields with the information from other screens. These common fields are:

- ◆ CASE NUMBER - the ICAR identifying number for this case.
- ◆ PAYOR - the name of the obligor in this case.
- ◆ PAYEE - the name of the obligee on the case.
- ◆ NARRATIVE - used to create your own narratives.
- ◆ CALENDAR FLAG - used to create your own calendar flags.

Note: The time that elapses between calendar flags is calendar days, not working days.

ADMINISTRATIVE ESTABLISHMENT (ADMIN) SCREEN

D479XXNN	IOWA COLLECTION AND REPORTING SYSTEM	DATE: MM/DD/YY
	ADMINISTRATIVE ESTABLISHMENT (ADMIN)	TIME: HH:MM:SS
CASE NUMBER: 9999999		CC RP ATTY (Y/N).....: <u>N</u>
PAYOR.....: XXXXXXXXXXXXXXXXXXXXXXXXXXXX		CC CP ATTY (Y/N).....: <u>N</u>
PAYEE.....: XXXXXXXXXXXXXXXXXXXXXXXXXXXX		SIGNATURE ID: <u>XXXX</u>
CHILDREN	BIRTHDATE	CSRU ATTY ID: <u>XXXX</u>
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	MM/DD/CCYY	INTERSTATE (Y/N).....: <u>N</u>
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	MM/DD/CCYY	INITIATING STATE: <u>XX</u>
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	MM/DD/CCYY	LONG-ARM REASON.....: <u>XXXX</u>
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	MM/DD/CCYY	
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	MM/DD/CCYY	
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	MM/DD/CCYY	
GENERATE SERVING NOTICES (Y/F/R).....: <u>X</u>	DATE: MM/DD/CCYY	
GEN SERVICE REQUEST (Y/R).....: <u>X</u>	I/O.: <u>X</u>	DATE: MM/DD/CCYY
SERVICE OBTAINED (Y/N/A).....: <u>X</u>	DATE: <u>MM/DD/CCYY</u>	REASON: <u>XXXX</u>
GENERATE GUIDELINE CV LTR(Y/R): <u>X</u>	DATE: MM/DD/CCYY	
NARRATIVE: <u>X</u>		CALENDAR FLAG: <u>X</u>
PF2=ADD PF3=UPDATE PF4=DELETE PF5=INQUIRY		PF6=INTERSTATE
PF8=FORWRD PF12=GUIDLINE		
NEXT SCREEN: NOTES:		
PLEASE ENTER A CASE NUMBER AND PRESS PF5		

The following fields on the ADMIN screen display information used in the administrative establishment process:

- ◆ CHILDREN: ICAR automatically displays the names of the children for whom support must be established. If there are more than six children, ICAR displays “MORE CHILDREN EXIST” in the 6th child line.
- ◆ BIRTHDATE: ICAR automatically displays the corresponding birth dates of the children who need support established.
- ◆ CC RP ATTY: This field indicates whether an attorney represents the obligor listed. A ‘Y’ indicates an attorney is listed on the ATTORNEY screen for the administrative establishment process, and ‘N’ indicates an attorney is not listed on the ATTORNEY screen.

When the process begins, ICAR enters an ‘N’ in this field. You may change the ‘N’ to a ‘Y,’ if the obligor is represented. If you enter ‘Y,’ ICAR displays the ATTORNEY screen, where you must enter the obligor’s attorney information. ICAR also issues a narrative (ADMIN1).

You may also change the “Y” back to an “N” if the obligor is no longer represented. When you change the “Y” to an “N,” ICAR issues another narrative (ADMIN2).

- ◆ **CC CP ATTY :** This field indicates whether an attorney represents the obligee. A “Y” indicates an attorney is listed on the ATTORNEY screen for the administrative establishment process, and ‘N’ indicates an attorney is not listed on the ATTORNEY screen.

When the process begins, ICAR enters an “N” in this field. You may change the “N” to a “Y,” if the obligee is represented. If you enter “Y,” ICAR displays the ATTORNEY screen where you must enter the obligee’s attorney information. ICAR also issues a narrative (ADMIN91).

You may also change the “Y” back to an “N” if the obligee is no longer represented. When you change the “Y” to an “N,” ICAR issues another narrative (ADMIN92).

- ◆ **SIGNATURE ID :** This field indicates the ICAR worker ID of the CSRU worker who is actually signing the forms. You are required to make an entry to this field.
- ◆ **CSRU ATTORNEY :** This field indicates the local Unit attorney assigned to the case. You are required to make an entry to this field. This entry causes the attorney’s name and identifying information to be generated on ADMIN forms that contain attorney information.
- ◆ **INTERSTATE :** This field indicates whether the obligee is located in a state other than Iowa and Iowa is providing establishment services as a result of an interstate action from the initiating state (indicated in the INITIATING STATE field). A “Y” in this field indicates this is an interstate case and “N” indicates this is not an interstate case. Documents for the obligee are sent to the requesting state agency in interstate cases.

This field information comes from the INTERSTA screen when the ADMIN and INTERSTA screens are linked. This link is created by entering ‘EST’ in the REFERRAL TYPE field and ‘ADMIN’ in the PROCESS field on the INTERSTA screen, accessing ADMIN and adding the process. This field is updated only by making changes to the INTERSTA screen.

Note: If Iowa is the initiating state, the administrative establishment process cannot be used.

- ◆ **INITIATING STATE :** This field indicates the two-letter abbreviation for the state that sent documents requesting support order establishment against an obligor located in Iowa. ICAR completes this field based on the entry made to the INIT STATE field on the INTERSTA screen. Because the administrative establishment process is not used when Iowa is the initiating state, this code will never be “IA.”

- ◆ **LONG-ARM REASON** : This field indicates the basis on which Iowa has personal jurisdiction over an obligor who resides outside of Iowa. You must complete this field when either the obligor's mailing or physical address indicates an address outside of Iowa. If this is a responding interstate case, the entry is not allowed.

The following are valid entries and subsequent narratives to the LONG-ARM REASON field:

ISER	Obligor served in IA (ADMIN106)
CONS	Obligor consents (ADMIN106)
CONC	Child conceived in Iowa (ADMIN106)
DIR	Child in Iowa based on obligor directives (ADMIN106)
RES	Obligor resided with the child in Iowa (ADMIN106)
SUPP	Obligor resided in Iowa and provided support (ADMIN106)
PAT	Obligor asserted parentage in Iowa (ADMIN106)
OTH	Other constitutionally valid basis (ADMIN107)

SERVING NOTICES

Legal reference: Iowa Code section 252C.3
441 IAC 99.41 (252C)

Once you have a verified address for the obligor, generate form 470-1922, *Notice of Support Debt*, and other required documents for service on the obligor. Certain documents must also be sent to the obligee or other party. The notice and other documents, the reason for sending them, and who to send them to are explained in the following sections.

Select only those types of support (current, accrued, medical) for which there is a factual and legal basis at the time the notice is issued.

Note: The HIPP program is available only to Medicaid-eligible families and is designed to pay the private health insurance premium for the Medicaid-eligible family.

Health insurance provided under the HIPP program is considered Medicaid; therefore, include an obligation for health insurance in the *Notice of Support Debt* if HIPP is the only health insurance coverage the family has.

The *Notice of Support Debt* informs the obligor that the obligor may:

- ◆ Within ten days of being served with the *Notice of Support Debt*, request a conference with the Unit to discuss support issues.
- ◆ Request a court hearing within the following deadlines, whichever expires last:
 - 30 days after the date the notice was served.
 - Ten days after the date of the negotiation conference.
 - 30 days after the date form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility*, is issued.
- ◆ Waive any rights and time limits.
- ◆ Fail to respond. If the obligor fails to respond, the Unit enters a default judgment for support against the obligor.

Note: If the obligor requests a court hearing in writing at any time before the administrative support order is signed by a judge and filed by the clerk of court, the Unit will honor the request, even if the time for requesting a hearing has expired.

The obligor must be afforded all due process rights. This means that service must be in accordance with the Rules of Civil Procedure by a sheriff or a private process server, or the obligor may come into the local office and accept service.

If you have served the obligor with a *Notice of Support Debt* and the type of support the Unit is seeking has changed (you are seeking more than in the initial notice), you must provide the obligor with an amended notice. Type or print the word “AMENDED” in front of the word *Notice* at the top of page 1. Always regenerate an amended notice when seeking more than what was sought in the original notice.

You may send the obligor the amended notice by first-class mail. However, there may be rare circumstances where it is advisable to serve the amended notice through the sheriff or a private process server.

If you are seeking less than what was in the initial notice, you do not need to provide the obligor with an amended notice. In the order, you must reserve the types of support no longer being sought.

SERVING NOTICES

Generating the Notice Packet From ICAR

Revised April 1, 2005

Iowa Department of Human Services

Title 10 Support Establishment and Modification

Chapter I Administrative Establishment of Support

Ms. L and Mr. L have a daughter, Child L. They are separated for three months. During two of those three months, Ms. L receives FIP on behalf of Child L. Mr. L and Ms. L attempt reconciliation and are living together when you draft and serve the *Notice of Support Debt* on Mr. L. Because Ms. L is no longer receiving FIP, the notice requests that Mr. L be ordered to pay only retroactive support to the state of Iowa for the two months Mrs. L received FIP.

Before an order can be entered, Mr. L and Ms. L again split up, and Ms. L is once again receiving FIP benefits. You must now seek an order for current support payable to the state of Iowa. Because Mr. L did not receive notice that the Unit would be seeking an order for current support, an amended notice that includes this request must be served on Mr. L.

Generating the Notice Packet From ICAR

To generate or regenerate the initial notice and accompanying documents, make an entry in the GENERATE NOTICES field.

GENERATE SERVING NOTICES (Y/F/R).....: <u>X</u>	DATE: MM/DD/CCYY	
GEN SERVICE REQUEST (Y/R).....: <u>X</u>	I/O.: <u>X</u>	DATE: MM/DD/CCYY
SERVICE OBTAINED (Y/N/A).....: <u>X</u>	DATE: MM/DD/CCYY	REASON: <u>XXXX</u>
GENERATE GUIDELINE CV LTR(Y/R): <u>X</u>	DATE: MM/DD/CCYY	

If you are working a non-foster care case, enter 'Y.' The 'Y' entry generates these forms:

470-1922 *Notice of Support Debt*
470-2788 *Role of the Child Support Recovery Attorney*
470-2819 *What You Should Know About Immediate Income Withholding*
470-2639 *Request for Financial Statement*
470-0204 *Financial Statement and Instructions for Completing the Financial Statement*

If you are working a foster care case, enter an 'F.' The 'F' entry generates these forms:

470-2983 *Notice of Support Debt: Foster Care*
470-2819 *What You Should Know About Immediate Income Withholding*
470-2870 *Foster Care Financial Statement.*

When you enter 'Y' or 'F' (to generate the forms for the first time) or 'R' (to regenerate the forms), ICAR issues a calendar flag (ADMIN1) to remind you to serve the obligor with the notice forms.

HEADER Screen

When the administration establishment process is added, ICAR displays the HEADER screen.

D479XXNN	IOWA COLLECTION AND REPORTING SYSTEM HEADER	DATE: MM/DD/YY TIME: HH:MM:SS
CASE NUMBER: PROCESS TYPE: COURT ORDER COUNTY: COURT ORDER NUMBER: ICIS C.O. NUMBER.: PETITIONER LINE 1.: PETITIONER LINE 2.: PETITIONER LINE 3.: PETITIONER LINE 4.: PETITIONER LINE 5.: PETITIONER LINE 6.: RESPONDENT LINE 1.: RESPONDENT LINE 2.: NARRATIVE: PF2=ADD PF3=UPDATE PF4=DELETE CALENDAR FLAG: PF11=RETURN TO PROCESS PF6=TRANSFER TO COURT ORDER NEXT SCREEN: NOTES:		

The first time that the notices are generated for the administrative establishment process, ICAR requires you to complete the HEADER screen. The information required on the HEADER screen is:

- ◆ Court order county
- ◆ Petitioner lines
- ◆ Respondent lines

Once you enter this information, press PF2 to add the HEADER screen.

Note: You need to enter this information only once for it to appear in the header section of all legal forms in the administrative establishment process for this case.

In order to modify the HEADER screen, access the screen through the ADMIN screen by entering 'HEADER' in the NEXT SCREEN function. Make the necessary changes and press PF3 to update the screen. ICAR again displays the ADMIN screen. You can also press PF11 from the HEADER screen to return to the ADMIN screen if you determine a modification is not necessary.

Sending Notice to the Parties

For a **non-foster care** case:

- ◆ Send form 470-3181, *Directions for Service*, or form 470-3325, *Out-of-State Directions for Service*, and the following documents to the sheriff or private process server for service upon the obligor:
 - Two copies of form 470-1922, *Notice of Support Debt*
 - Form 470-2819, *What You Should Know About Income Withholding*
 - Form 470-2639, *Request for Financial Statement*
 - Form 470-0204, *Financial Statement and Instructions for Completing the Financial Statement*
- ◆ When the obligee is the other parent, send to the obligee by first-class mail:
 - One copy of form 470-2639, *Request for Financial Statement*
 - Form 470-2788, *Role of the CSRU Attorney*
 - Form 470-2819, *What You Should Know About Income Withholding*
 - One copy of form 470-0204, *Financial Statement and Instructions for Completing the Financial Statement*
- ◆ Send to the other parent, if not the obligee, by first-class mail:
 - One copy of form 470-2639, *Request for Financial Statement*; and
 - One copy of form 470-0204, *Financial Statement and Instructions for Completing the Financial Statement*.

Note: If this is a responding interstate case, send these documents to the initiating agency, not to the obligee.

- ◆ Send to the obligee, even if not the other parent, by first-class mail:

- Form 470-2788, *Role of the CSRU Attorney*
- Form 470-2819, *What You Should Know About Income Withholding*

Note: Do not send forms 470-2819, *What You Should Know About Income Withholding*; 470-2639, *Request for Financial Statement*; or 470-0204, *Financial Statement and Instructions for Completing the Financial Statement*, when establishing an order for health insurance only. CSRU will not calculate support amounts or issue an income withholding order on these cases.

- ◆ Keep the originals of the following documents to be filed with the district court when the administrative order is filed:
 - Form 470-1922, *Notice of Support Debt*, or form 470-2983, *Notice of Support Debt: Foster Care*
 - Form 470-0204, *Financial Statement*, or form 470-2870, *Foster Care Financial Statement*.

For a **foster care** case in which **no previous** child support order exists:

- ◆ Send the directions for service and a copy of the following documents to the sheriff or private process server for service upon the obligor:
 - Form 470-2983, *Notice of Support Debt: Foster Care*
 - Form 470-2870, *Foster Care Financial Statement*
 - Form 470-2819, *What You Should Know About Income Withholding*

Keep the originals of these documents for the FCRU case file.

For a **foster care** case in which the obligor has a **prior** child support order including the child in foster care:

- ◆ Send the directions for service and a copy of the following documents to the sheriff or private process server for service upon the obligor:
 - Form 470-2154, *Request to Complete Financial Statement*
 - Form 470-2870, *Foster Care Financial Statement*

Keep the original in the case file for the other parent without the child support order.

Note: Because the obligor is already obligated to pay support, the prior obligation is assigned to the state of Iowa, and the state of Iowa cannot obtain an additional order for support.

Special Rules for Service at Shelter

You may locate a party residing at a domestic violence shelter. Before serving a person at a shelter, give the person the option of accepting service.

Send form 470-3655, *Important Information About Accepting Service of Process*. This form gives the person at the shelter the option of accepting service. Include in the notice packet, form 470-2982, *Waiver of Personal Service and Acceptance*. In addition to sending out the notice packet, you may also leave a phone message at the identified shelter.

The notice form gives the person who resides at the shelter the choice of either:

- ◆ Coming to the local office (or sheriff's office if there is not a local office) to accept service; or
- ◆ Completing the waiver, having it notarized, and sending it back to the Unit.

Give the person residing at the shelter at least ten days to accept service. If the person comes to the local office to sign the waiver, make sure the person has a complete notice packet before signing the waiver in front of a notary. Make a copy of the waiver for the person who has signed and make sure the person takes the rest of the notice packet.

If the person residing at the shelter does not accept service, proceed with service by sheriff or private process server as follows:

- ◆ Inform the sheriff or process server about return of service instructions for shelter cases by sending form 470-3665, *Child Support Recovery Unit Information Sheet for Sheriffs and Private Process Servers*, or by contacting the sheriff or process server by phone or in person before sending directions for service.
- ◆ The sheriff or private process server:
 - Completes the "Return of Service" page of form 470-3325, *Out-of-State Directions for Service*, or form 470-3181, *Directions for Service*, with no actual address. The "Return of Service" page allows the process server to fill in the words "crime victim center" in place of the address of service.

- Completes form 470-3656, *§915.20A Affidavit Regarding Return of Service*, with the actual address where service was obtained. This form is signed by the sheriff or private process server and notarized.

- Returns both forms to the Unit.

- ◆ The CSRU attorney requests the court by *ex parte* motion to file the “Return of Service” page without the actual address. This *ex parte* motion, form 470-3657, *Application for §915.20A Order for Nondisclosure*, is used in combination with the order for the process, form 470-3658, *§915.20A Order for Nondisclosure*.

File the “Return of Service” page in the court file and keep the *§915.20A Affidavit Regarding Return of Service* in the case file.

- ◆ If challenged, the *§915.20A Affidavit Regarding Return of Service* containing the actual address is in the case files. The Unit may ask the court to amend the original “Return of Service” page if there is a challenge by the person served.

See 9-A-Appendix for samples and instructions for the following forms:

- ◆ 470-3665, *Child Support Recovery Unit Information Sheet for Sheriffs and Private Process Servers*
- ◆ 470-3656, *§915.20A Affidavit Regarding Return of Service*
- ◆ 470-3657, *Application for §915.20A Order for Nondisclosure*
- ◆ 470-3658, *§915.20A Order for Nondisclosure*

Generating the Service Request From ICAR

To generate the service documents, enter a “Y” in the GEN SERVICE REQUEST field. An entry in this field requires an entry in the I/O field to indicate whether the on-line forms are for in-state or out-of-state directions.

GENERATE SERVING NOTICES (Y/F/R).....: <u>X</u>	DATE: MM/DD/CCYY	
GEN SERVICE REQUEST (Y/R).....: <u>X</u>	I/O.: <u>X</u>	DATE: MM/DD/CCYY
SERVICE OBTAINED (Y/N/A).....: <u>X</u>	DATE: <u>MM/DD/CCYY</u>	REASON: <u>XXXX</u>
GENERATE GUIDELINE CV LTR(Y/R): <u>X</u>	DATE: MM/DD/CCYY	

SERVING NOTICES

Generating the Service Request From ICAR

Revised January 13, 2004

Iowa Department of Human Services

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ICAR displays the service forms for you to complete. Entry of "I" generates form 470-3181, *Directions for Service*. Entry of "O" generates form 470-3325, *Out-of-State Directions for Service*. ICAR also issues:

- ◆ A narrative (ADMIN100 if I/O is "I" ADMIN101 if I/O is "O") documenting the generation of the forms.
- ◆ A calendar flag (ADMIN2) 20 days after the date of generation reminding you to determine whether service was successful.

To regenerate the service documents, enter an "R" in the GEN SERVICE REQUEST field. ICAR displays the service forms for you to regenerate and issues:

- ◆ A narrative (ADMIN102 if I/O is "I" ADMIN103 if I/O is "O") documenting the generation of the forms.
- ◆ A calendar flag (ADMIN2) 20 days after the date of generation reminding you to determine whether service was successful.

Service Results

Legal reference: Iowa Code section 252C.3

Successful service of form 470-1922, *Notice of Support Debt*, on the obligor is required before you may proceed with the administrative establishment process.

When the sheriff or private process server reports that service on the obligor was successful or the obligor waives personal service, make one copy of the "Return of Service" or form 470-2982, *Waiver of Personal Service and Acceptance*, for the case file. At the conclusion of the process, the original of this document will be filed with the clerk of the district court.

Recording Successful Service on ICAR

When the obligor is served, you must record this on the ADMIN screen.

GENERATE SERVING NOTICES (Y/F/R)..... <u>X</u>	DATE: MM/DD/CCYY	
GEN SERVICE REQUEST (Y/R)..... <u>X</u>	I/O.: <u>X</u>	DATE: MM/DD/CCYY
SERVICE OBTAINED (Y/N/A)..... <u>X</u>	DATE: <u>MM/DD/CCYY</u>	REASON: <u>XXXX</u>
GENERATE GUIDELINE CV LTR(Y/R): <u>X</u>	DATE: MM/DD/CCYY	

The SERVICE OBTAINED field indicates whether form 470-1922, *Notice of Support Debt*, and supporting documents (generated from the GENERATE NOTICES field) were successfully served on the obligor and the corresponding date of service.

To update the SERVICE OBTAINED field when service is successful, enter a “Y” (yes, service obtained) or “A” (service accepted), and enter the date the obligor was successfully served or accepted service.

When you enter a “Y” in the SERVICE OBTAINED field, ICAR issues:

- ◆ A narrative (ADMIN8 if INTERSTATE is “N”; ADMIN55 if INTERSTATE is “Y”) to document that service was successful;
- ◆ A calendar flag (ADMIN25) in ten days to remind you to generate form 470-2640, *Child Support Guidelines Worksheet*, if child support is an issue; and
- ◆ A calendar flag (ADMIN40) in 30 days to remind you to generate the administrative support order.

When you enter an “A” in this field, ICAR issues:

- ◆ Form 470-2982, *Waiver of Personal Service and Acceptance*;
- ◆ A narrative (ADMIN11 if INTERSTATE is “N”; ADMIN57 if INTERSTATE is “Y”) to document that service was accepted;
- ◆ A calendar flag (ADMIN25) in ten days to remind you to generate the guidelines worksheet if child support is an issue; and
- ◆ A calendar flag (ADMIN40) in 30 days to remind you to generate the administrative support order.

Note: Acceptance of service by the obligor (A) constitutes successful service.

Recording Unsuccessful Service on ICAR

When the sheriff or process server reports that service is unsuccessful, enter an “N” in the SERVICE OBTAINED field on the ADMIN screen.

The system also requires the entry of a reason code and date. Enter the corresponding reason code in the REASON field and the date service was unsuccessful in the DATE field. Service can be unsuccessful for the following reasons:

- ◆ LOC: Unable to locate
- ◆ MOVE: Moved, left no forwarding address
- ◆ EMPL: No longer employed at employer provided
- ◆ DATA: Incomplete data on *Directions for Service*
- ◆ WRNG: Wrong person listed on *Directions for Service*
- ◆ ADDR: No such address
- ◆ PERS: Served wrong person
- ◆ REFU: Person refused to accept service
- ◆ IDEN: No such person
- ◆ APT: Address is an apartment building. Need apartment number.
- ◆ JAIL: Person to be served is incarcerated
- ◆ DECD: Person to be served is deceased
- ◆ OTHR: Other

When you enter an “N” in the SERVICE OBTAINED field and a corresponding reason code and date, ICAR issues a narrative (ADMIN105 if INTERSTATE is “N” or ADMIN110 if INTERSTATE is “Y”) to document that service was unsuccessful. ICAR also issues a calendar flag (ADMIN5) to remind you to again request service of the notice.

Entering the “OTHR” code requires a worker-entered reason in the narrative (ADMIN104 if INTERSTATE is “N” or ADMIN111 if INTERSTATE is “Y”). ICAR also issues a calendar flag (ADMIN5) to remind you to again request service of the notice.

Possible Outcomes After Service Obtained

The obligor has six options after being served with form 470-1922, *Notice of Support Debt*. The obligor may:

- ◆ Request a **conference** within ten days following service. (See **CONFERENCE REQUESTED**.)
- ◆ Return a completed **Financial Statement** within ten days following service. (See **CHILD SUPPORT GUIDELINES WORKSHEET**.)
- ◆ Request a **court hearing** within 30 days after service. (See **COURT HEARING REQUESTED**.)

Note: The obligor will have other opportunities to request a court hearing after the conference is scheduled, after form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility*, is issued, and after form 470-2640, *Child Support Guidelines Worksheet*, is issued.

- ◆ Request a **conference and a court hearing**. If the obligor requests both a conference and a court hearing, follow the instructions under **CONFERENCE REQUESTED**.
- ◆ **Agree** to the support obligations. (See **Order by Consent: The Obligor Agrees**).
- ◆ **Not respond**. If the obligor does not request a conference or a court hearing, or does not agree to support, issue the administrative support order after giving additional notice of the amount of support to be paid.

If the obligor simply returns the completed form 470-0204, *Financial Statement*, and does not ask for a conference or a court hearing, issue the administrative support order after sending the *Child Support Guidelines Worksheet*, if appropriate. (See **CHILD SUPPORT GUIDELINES WORKSHEET** and **ISSUING THE ORDER**.)

CHILD SUPPORT GUIDELINES WORKSHEET

Form 470-2639, *Request for Financial Statement*, tells the obligee and obligor to return form 470-0204, *Financial Statement*, and supporting financial documentation to the local office within ten days. It also advises the parties of the Unit's options in determining a parent's income to calculate support awards based on the mandatory Supreme Court child support guidelines.

The obligor's return of the completed *Financial Statement* does not constitute a request for either a conference or a court hearing. Likewise, the return of the *Financial Statement* does not affect the obligor's right to request a conference or a court hearing or the time limits for doing so.

After ten days have passed, regardless of whether either parent returns the financial statement, follow the procedures for determining the support amount. (See 10-H, ***DETERMINING CHILD SUPPORT OBLIGATIONS***.) You are not required to calculate the guideline amount at this point. For example, if the obligor has requested a conference, you may wait to do the guidelines calculation at the conference.

To determine the child support amount and to notify the parents of the result:

- ◆ Prepare:
 - Form 470-2950, *Child Support Guidelines Worksheet Cover Letter*; and
 - Form 470-2640, *Child Support Guidelines Worksheet*.
- ◆ Generate two copies of each document (see **Generating the Guidelines Worksheet From ICAR**).
- ◆ Send one copy to the obligor or the obligor's attorney, if identified, by first-class mail.
- ◆ Send one copy to the custodial parent or the parent's attorney, if identified, by first-class mail.
- ◆ Keep the original of both documents in the case file.

The *Child Support Guidelines Worksheet Cover Letter* informs the parents that the Unit will consider any new or different information provided by either parent or any other source within ten days from the date of the cover letter. If either parent responds by providing additional information, repeat the steps of preparing the *Child Support Guidelines Worksheet* and sending it to the parents. (See 10-H, ***DETERMINING CHILD SUPPORT OBLIGATIONS***.)

It is possible that once the obligor receives the *Child Support Guidelines Worksheet*, the obligor may then request a conference or a court hearing. If the obligor:

- ◆ Requests a conference, see **CONFERENCE REQUESTED**.
- ◆ Requests a court hearing, see **COURT HEARING REQUESTED**.
- ◆ Requests a conference and a court hearing, follow the instructions under **CONFERENCE REQUESTED**.
- ◆ Agrees, see **Order by Consent: The Obligor Agrees**.
- ◆ Does not request a conference or a court hearing, or does not return the signed consent order, issue the administrative support order. (See **ISSUING THE ORDER**.)

Generating the Guidelines Worksheet From ICAR

To generate form 470-2640, *Child Support Guidelines Worksheet*, access the guidelines application in ICAR (see 10-H for instructions). Access the guideline screen (GUIDLINE) and download the data to the PC application to initiate the calculation.

GENERATE SERVING NOTICES (Y/F/R): <u>X</u>	DATE: MM/DD/CCYY	
GEN SERVICE REQUEST (Y/R).....: <u>X</u>	I/O.....: <u>X</u>	DATE: MM/DD/CCYY
SERVICE OBTAINED (Y/N/A): <u>X</u>	DATE: <u>MM/DD/CCYY</u>	REASON: <u>XXXX</u>
GENERATE GUIDELINE CV LTR(Y/R).: <u>X</u>	DATE: MM/DD/CCYY	

After completing the *Child Support Guidelines Worksheet*, generate form 470-2950, *Child Support Guidelines Cover Letter*, by entering “Y” in the GENERATE GUIDELINES CV LTR field on ADMIN. ICAR issues a narrative (ADMIN112 or ADMIN113) to document the generation of the form.

Ten days from the date the *Child Support Guidelines Cover Letter* is generated, or 31 days from the SERVICE OBTAINED date, whichever is later, ICAR issues a calendar flag (ADMIN4 or ADMIN 26) to remind you to generate the order.

You cannot make an entry in the GENERATE GUIDELINES CV LTR field unless the SERVICE OBTAINED field on the ADMIN screen indicates service is either successful (Y) or accepted (A). Remember that this field must be completed in order to generate an order for child support.

CHILD SUPPORT GUIDELINES WORKSHEET

Iowa Department of Human Services

Generating the Guidelines Worksheet From ICAR Title 10 Support Establishment and Modification

Revised January 13, 2004

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If new income information is received and you must rework the *Child Support Guidelines Worksheet*, regenerate the cover letter by entering "R." ICAR issues a narrative (ADMIN114 or ADMIN115) to document the re-generation of the form and a calendar flag (ADMIN27 or ADMIN28) to remind you to generate the order.

Note: You do not need to send the *Child Support Guidelines Worksheet* again if the new income information does not change the child support amount.

ADMINISTRATIVE ESTABLISHMENT 2 (ADMIN2) SCREEN

The Administrative Establishment 2 screen (ADMIN2) displays fields to support the remaining activities in an administrative establishment action.

D479XXNN	IOWA COLLECTION AND REPORTING SYSTEM	DATE: MM/DD/YY
	ADMINISTRATIVE ESTABLISHMENT - 2 (ADMIN2)	TIME: HH:MM:SS
CASE NUMBER: 9999999	PAYOR: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
	PAYEE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
CONFERENCE REQUESTED(Y/N).....: <u>N</u>	CSRU RESP(S/D): <u>X</u>	DATE: MM/DD/CCYY
CONFERENCE SCHEDULED.....: <u>MM/DD/CCYY</u>	@ <u>HH:MM</u> <u>X</u> M	CONF HELD (Y/N/R): <u>X</u>
GENERATE SECOND NOTICE(Y/R).....: <u>X</u>		DATE: MM/DD/CCYY
COURT HEARING REQUESTED(Y/N).....: <u>N</u>	A/R: <u>X</u>	DATE: <u>MM/DD/CCYY</u>
CERTIFIED TO COURT.....: <u>MM/DD/CCYY</u>		
COURT HEARING SET.....: <u>MM/DD/CCYY</u>	@ <u>HH:MM</u> <u>X</u> M	HEARING HELD (Y/N/R): <u>X</u>
GENERATE ORDER (A/J/R).....: <u>X</u>	TYPE: <u>XX</u>	DATE: MM/DD/CCYY
IIW PROVISIONS (Y/N/G/A).....: <u>X</u>		
30 DAY WAIVER (Y/N).....: <u>N</u>		
SUPPORT ESTABLISHED (D/H/C/R/A).....: <u>X</u>	DATE: <u>MM/DD/CCYY</u>	
OBLIGATION TYPES ENTERED.....: <u>XX</u>	<u>XX</u> <u>XX</u> <u>XX</u> <u>XX</u>	
CC ORDER TO INTERESTED PARTIES.....: <u>MM/DD/CCYY</u>		
ACTION DISMISSED/PROCESS ENDED.....: <u>XXX</u>	DATE: <u>MM/DD/CCYY</u>	
NARRATIVE: <u>X</u>		CALENDAR FLAG: <u>X</u>
PF3=UPDATE	PF4=DELETE	PF5=INQUIRY
PF12=GUIDLINE	PF6=INTERSTATE	PF7=BACK
NEXT SCREEN:	NOTES:	
PLEASE ENTER A CASE NUMBER AND PRESS PF5		

CONFERENCE REQUESTED

Legal reference: Iowa Code section 252C.3
441 IAC 99.41(4)

The conference is an informal meeting between the obligor and the worker handling the case. Its purpose is to allow the obligor the opportunity to ask questions about the establishment of the support obligation and how to contest the action. At the conference, provide the obligor the opportunity to provide a complete financial picture or to contest the support amounts.

Schedule a conference at the obligor's request if the obligor specifically requests a conference within ten days of the date of service of form 470-1922, *Notice of Support Debt*. The request does not have to be in writing. Attempt to schedule the conference at the earliest convenient date to avoid delay of the process. Notify the obligor of the scheduling of a negotiation conference by sending form 470-2883, *Negotiation Conference Scheduled or Denied*.

When the conference is scheduled, ICAR removes the word "Denied" so the form title appears as *Negotiation Conference Scheduled*. ICAR removes the word "Scheduled" when the conference is denied so the form title appears as *Negotiation Conference Denied*.

As a general rule, the only reason to deny a written conference request is if the request is made after the administrative support order has been signed by a judge and filed by the clerk of court. Consult with a supervisor or attorney before denying a request for any reason other than that the order has already been entered.

Recording the Conference Request

Enter the obligor's request in ICAR. To record whether a conference is requested, update the CONFERENCE REQUESTED field on ADMIN2. A "Y" entry means the obligor has requested a conference and an "N" entry indicates a conference has not been requested. The default entry is "N." To successfully update with a "Y" entry, the SERVICE OBTAINED field must indicate either successful (Y) or accepted (A) service.

CONFERENCE REQUESTED(Y/N).....: <u>Y</u>	CSRU RESP(S/D) : <u>X</u>	DATE: MM/DD/CCYY
CONFERENCE SCHEDULED.....: <u>MM/DD/CCYY</u>	@ <u>HH:MM</u> <u>X</u> M	CONF HELD (Y/N/R): <u>X</u>
GENERATE SECOND NOTICE(Y/R).....: <u>X</u>		DATE: MM/DD/CCYY

ICAR issues the following from a “Y” entry:

- ◆ A narrative (ADMIN116 if INTERSTATE is “N”; ADMIN148 if INTERSTATE is “Y”) documenting the request for a conference.
- ◆ A calendar flag (ADMIN29) reminding you to decide whether to accept or deny the conference request.

Responding to the Request

When the obligor requests a conference, you must respond to the request by either scheduling the conference or denying the conference request. Use the CSRU RESPONSE field on ADMIN2 to record whether the conference will be scheduled or denied. The cursor advances to the CSRU RESP field and ICAR does not allow you to continue the process until you make an entry in this field.

Denying the Conference

To deny a conference before the administrative support order has been entered in the ADMIN screen, enter “D” in the CSRU RESPONSE field. This entry requires you to enter the date the conference request was denied in the DATE field. This date must be later than the SERVICE OBTAINED date and cannot be a future date.

When you enter a “D” in the CSRU RESPONSE field, ICAR displays form 470-2883, *Negotiation Conference Denied*, for you to generate. This form informs the obligor that the Unit is denying the request for a conference and the reason for the denial. Print two copies. Send one copy to the obligor by first-class mail and file one copy in the case file.

ICAR also issues a narrative (ADMIN118) for you to complete to document the denial of the request and the reason for the denial.

Once the order has been signed, filed, and entered into the ADMIN screen, the ADMIN screens freeze and you cannot produce any documents from the administrative establishment process. If you deny the conference after the ADMIN screens are frozen, you must use the FORMLIST screen to generate the conference denied form.

Scheduling the Conference

When you accept the request for a conference, enter an “S” in the CSRU RESPONSE field. The cursor advances to the DATE field and you must enter the date the conference request was accepted in this field. This date must be later than the SERVICE OBTAINED date and cannot be a future date. ICAR edits the entry to ensure it is within these parameters.

At this time, you must also schedule the conference by updating the CONFERENCE SCHEDULED date and time fields. ICAR advances the cursor to this field. Schedule the conference at the earliest convenient date.

- ◆ Enter the conference date and time in the CONFERENCE SCHEDULED field on ADMIN2. ICAR edits the entry to meet these restrictions:
 - The date must be the same as or later than the CSRU RESPONSE date.
 - The date must be a current or future date if the conference is rescheduled (CONF HELD is “R”).
 - The date must be a current or past date if the conference has been held or not held (CONF HELD is “Y” or “N”).
 - No entry is allowed unless CSRU RESPONSE is “S.”
- ◆ Your entry of “S” causes ICAR to generate:
 - Form 470-2883, *Negotiation Conference Scheduled*. Select the appropriate paragraphs to schedule the conference. Generate two copies. Send one copy to the obligor by first-class mail and file one copy in the case file.
 - Form 470-1970, *Negotiation Conference Report*, is used as preparation for the conference and completed during the conference. Keep the *Negotiation Conference Report* in the file to be completed during the conference.
 - A narrative (ADMIN13 if INTERSTATE is “N” and ADMIN59 if INTERSTATE is “Y”) to reflect the scheduling.
 - A calendar flag (ADMIN7) to remind you of the conference and to enter the conference results in ICAR.

Outcome of the Conference

At the conference, the obligor may:

- ◆ Fail to appear. Even if the obligor does not appear for the scheduled conference, the obligor still has ten days from the date set for the conference or 30 days from the date of service of the first notice, whichever is later, to request a court hearing.

By the time the conference has been scheduled, you may already have sent the obligor form 470-2640, *Child Support Guidelines Worksheet*. If you have obtained additional information that would change the child support amount, recalculate the support amount and re-issue the *Child Support Guidelines Worksheet*. (See **CHILD SUPPORT GUIDELINES WORKSHEET**.)

You must also issue form 470-1970, *Negotiation Conference Report*, to reflect that the obligor failed to appear. (See **Conference Report and Second Notice**.)

Finally, update ICAR with the results of the conference. (See **Recording the Conference Result**.)

- ◆ Appear and agree to the support obligations. (See **Order by Consent: The Obligor Agrees**.) Prepare the administrative support order as a consent support order and have the obligor sign the 'Respondent's Declaration,' which is the last page of the order. (See **Filing the Administrative Order**.)

You must still issue a conference report based on the obligor's agreement. (See **Conference Report and Second Notice**.)

Note: The obligee has ten days from the date the *Child Support Guidelines Worksheet* is issued to provide updated information. If ten days haven't passed, keep the consent support order in the file until the time expires.

If a new *Child Support Guidelines Worksheet* is completed at the conference and the obligor agrees to that amount, you must issue the new *Child Support Guidelines Worksheet* to the obligee and wait ten days before filing the consent support order.

- ◆ Appear and request a court hearing. (See **COURT HEARING REQUESTED**.)
- ◆ Appear and persuade the Unit to withdraw the action. (See **Ending the Process**.)
- ◆ Appear and persuade the Unit to change its position. Prepare and issue form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility* (see **Conference Report and Second Notice**.)

Note: If the obligor appears and does not agree, issue a default administrative support order following appropriate timeframes.

Conference Report and Second Notice

Form 470-1970, *Negotiation Conference Report*, and form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility*, are forms used to indicate the results of a conference.

Both forms summarize what occurred during the conference, including any new information the obligor provided. The appropriate form to use depends on what occurred at the conference and whether the Unit's position is changed as a result of the conference.

Issue the conference report in the following circumstances:

- ◆ The obligor fails to appear for the conference without rescheduling;
- ◆ The conference is held and the Unit's position does not change; or
- ◆ The obligor agrees to the support obligation and signs a consent order at the conference (see **Order by Consent: The Obligor Agrees**).

If one of the above applies, complete the conference report during or immediately after the conference. The conference report was generated when the conference was scheduled and was kept in the case file. The obligor has ten days to request a court hearing from the date set for the conference or the date the conference report is issued. If possible, provide the obligor a copy of the conference report at the conference.

Issue the *Second Notice of Support Debt and Finding of Financial Responsibility* (see **Generating the Second Notice From ICAR**) in the following circumstances:

- ◆ The obligor provides new income information that changes the child support amount.
- ◆ The obligor provides information that makes the administrative establishment process inappropriate. (See **Eligibility Criteria**.)
- ◆ Any other circumstance in which the Unit changes its position regarding the administrative establishment process.

CONFERENCE REQUESTED

Outcome of the Conference

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If not completed earlier, or if there is a change in the amount, prepare form 470-2640, *Child Support Guidelines Worksheet*, including the accrued support calculation attachment, if applicable. This form is generated from the PC application. (See **CHILD SUPPORT GUIDELINES WORKSHEET**.)

If you complete these documents while the obligor is still in the office, give the obligor copies of the forms. Otherwise, mail them to the obligor's last-known address (or to the attorney, if applicable) by first-class mail. Keep copies of these documents in the case file.

The original guidelines worksheet and the *Second Notice of Support Debt and Finding of Financial Responsibility* will be filed with the court when the administrative order is entered or when a court hearing is scheduled. Do not file the conference report with the clerk of the court, because it contains confidential information.

Recording the Conference Result

Each outcome mentioned above requires an entry in the CONF HELD field on the ADMIN2 screen to indicate whether the conference was held. No entry is allowed in the CONF HELD field unless the date in the CONFERENCE SCHEDULED field is completed.

- ◆ If the conference is held, enter "Y." ICAR issues:
 - A narrative (ADMIN15 or ADMIN119 if INTERSTATE is "N," ADMIN61 or ADMIN120 if INTERSTATE is "Y") documenting that the conference was held. You may supplement the narrative entry to reflect what occurred at the conference.
 - A calendar flag (ADMIN31) prompting you to generate a default order if appropriate.

Note: This entry locks the conference scheduled date and time fields.

- ◆ If the conference is not held, enter 'N.' ICAR issues:
 - A new form 470-1970, *Negotiation Conference Report*, for you to select the paragraph indicating the obligor failed to appear or reschedule the conference. Discard the original conference report that generated when you scheduled the conference.
 - A user-completed narrative (ADMIN121 or ADMIN122) to document that the conference was not held and the reason.
 - A calendar flag (ADMIN31) to prompt you to generate a default order, if appropriate.
- ◆ If the conference is rescheduled, enter 'R.' You must enter a new date and time. ICAR issues:
 - Form 470-2883, *Negotiation Conference Scheduled*. Generate two copies. Send one copy to the obligor by first-class mail, and keep one in the CSRU case file.
 - A narrative (ADMIN14 if INTERSTATE is 'N' or ADMIN 60 if INTERSTATE is 'Y') documenting that the conference was rescheduled.
 - A calendar flag (ADMIN32) issuing on the date set for the conference. The flag requests an entry in the CONF HELD field.

Generating the Second Notice From ICAR

To generate form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility*, use the following field located on ADMIN2:

CONFERENCE REQUESTED(Y/N): <u>Y</u>	CSRU RESP(S/D): <u>X</u>	DATE: MM/DD/CCYY
CONFERENCE SCHEDULED..... : <u>MM/DD/CCYY</u> @ <u>HH:MM</u> <u>X</u> M		CONF HELD (Y/N/R): <u>X</u>
GENERATE SECOND NOTICE(Y/R): <u>X</u>	DATE: MM/DD/CCYY	

Enter a 'Y' in the GENERATE SECOND NOTICE field to generate the *Second Notice of Support Debt and Finding of Financial Responsibility*. This entry is allowed only if the conference was held (CONF HELD is 'Y'). Enter 'R' if you need to regenerate the form. ICAR issues a calendar flag (ADMIN33) in 30 days prompting you to generate a default order, if appropriate.

COURT HEARING REQUESTED

Legal reference: Iowa Code section 252C.3, and 252C.4
441 IAC 99.41

Either the Unit or the obligor may request a court hearing. For the obligor to do so, the obligor must submit a written request to the local office that issued form 470-1922, *Notice of Support Debt*. The obligor may file a request for court hearing with the clerk of court (and send a copy to the Unit). The obligor must make the request by the latest date of the following:

- ◆ 30 days after the date the notice was served on the obligor;
- ◆ Ten days after the date set for a conference;
- ◆ Ten days after form 470-1970, *Negotiation Conference Report*, is issued;
- ◆ Ten days after the date the last form 470-2640, *Child Support Guidelines Worksheet*, is issued; or
- ◆ 30 days after the date form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility*, is issued.

You may accept a request for a court hearing beyond the time allowed if the judge has not already signed the administrative support order and the clerk of court has not filed it.

If the obligor contacts the Unit to request a court hearing after the administrative support order has been signed by a judge and filed, advise the obligor that the Unit cannot act upon the request. Suggest that the obligor consult an attorney regarding possible options. Until another order modifies the support obligation, the administrative support order is a valid order, and the Unit will enforce it.

A Unit's request for a court hearing may be appropriate when there is reason to believe that the financial information provided by the obligor is incomplete or inaccurate, but no income information from other sources is available to support or contradict the information provided by the obligor. Once the issue is before the court, the Unit may use judicial procedures to compel the obligor to respond to interrogatories or otherwise provide proof of income and allowable deductions.

Recording the Court Hearing Request

When either the obligor or the Unit requests a court hearing, enter “Y” in the COURT HEARING REQUESTED field on the ADMIN2 screen. The default entry is “N.” You do not have to make an entry until a hearing is requested. A “Y” entry is not allowed unless the obligor has been served (SERVICE OBTAINED contains a “Y” or “A”).

COURT HEARING REQUESTED(Y/N)	: <u>Y</u>	A/R: <u>X</u>	DATE: <u>MM/DD/CCYY</u>
CERTIFIED TO COURT	: <u>MM/DD/CCYY</u>		
COURT HEARING SET	: <u>MM/DD/CCYY</u>	@ <u>HH:MM</u> <u>X</u> M HEARING HELD (Y/N/R): <u>X</u>	

Record who made the request by updating the A/R field. If the obligor made the request, enter “R.” If the Unit made the request, enter “A.” An entry is not allowed unless the COURT HEARING REQUESTED field contains a “Y.”

Record the date the court hearing is requested in the DATE field. This date must be after the SERVICE OBTAINED date and cannot be a future date.

- ◆ If the respondent requested the court hearing and this is not an interstate case, ICAR issues:
 - A narrative (ADMIN126) documenting the request.
 - A calendar flag (ADMIN10) prompting you to certify the case to court.
- ◆ If the respondent requested the court hearing and this is an interstate case, ICAR issues:
 - A narrative (ADMIN127) documenting the request.
 - A calendar flag (ADMIN10) prompting you to certify the case to court.
- ◆ If the agency requested the court hearing and this is not an interstate case, ICAR issues:
 - A narrative (ADMIN124) documenting the request.
 - A calendar flag (ADMIN10) prompting you to certify the case to court.
- ◆ If the agency requested the court hearing and this is an interstate case, ICAR issues:
 - A narrative (ADMIN125) documenting the request.
 - A calendar flag (ADMIN10) prompting you to certify the case to court.

Scheduling the Court Hearing

Depending on the procedure in your local office, either the court or the Unit schedules the court hearing. The hearing is scheduled in the district court in:

- ◆ The county where the children live; or
- ◆ The county where the children last received public assistance benefits, if the action is to establish support obligations only for prior periods; or
- ◆ The county where the obligor lives, if the action is initiated at the request of another state.

Assemble the originals of the following documents:

- ◆ Form 470-1922, *Notice of Support Debt*, or form 470-2983, *Notice of Support Debt: Foster Care*;
- ◆ The proof of service of the first notice;
- ◆ Form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility*, if applicable;
- ◆ Form 470-0204, *Financial Statement*, or form 470-2870, *Foster Care Financial Statement*.

Note: Due to confidentiality safeguards, if there is a disclosure risk indicator or a family violence indicator (FVI) on the case, the attorney determines whether the attachments are important to produce in court (taking into consideration the issue being disputed and what each of the parties already knows about the other).

Keep attachments to the *Financial Statement* accessible in the case file. For more information regarding the disclosure risk indicator, see 9-A, **GENERAL PROGRAM INFORMATION**.

- ◆ The most recent form 470-2640, *Child Support Guidelines Worksheet*, and accrued support calculation attachment, if applicable;
- ◆ The obligor's written request for a court hearing;
- ◆ Form 470-1919, *Request for Hearing to Determine Support Obligation and Certification of Matter to District Court*, to request that a court hearing be scheduled.

Note: Do not include the cover letters with the address information in the packet to be filed with the court. Documents filed with the clerk of court are public record and the Unit must keep address information confidential.

Prepare and give the listed documents to the Unit attorney to be filed in the district court.

Note: Do not include the following forms:

- ◆ 470-3877, *Child Support Information*, if PA Case
- ◆ 470-3929, *Establishment Questionnaire*, if NPA Case
- ◆ 470-2819, *What You Should Know About Immediate Income Withholding*
- ◆ 470-2639, *Request for Financial Statement*
- ◆ 470-3181, *Directions for Service*, or 470-3325, *Out-of-State Directions for Service*
- ◆ 470-2981, *Personal Service Waiver Request*
- ◆ 470-2883, *Negotiation Conference Scheduled or Denied*
- ◆ 470-1970, *Negotiation Conference Report*

The *Request for Hearing to Determine Support Obligation and Certification of Matter to District Court* is needed to schedule a hearing. This form is generated from ICAR by entering a date in the CERTIFIED TO COURT field on the ADMIN2 screen. The CERTIFIED TO COURT field indicates the date the administrative establishment action is certified to the court to schedule a court hearing.

To update the CERTIFIED TO COURT field, enter a date as follows:

- ◆ The date must be the same or later than the court hearing requested date on the ADMIN2 screen, but less than or equal to the current date.
- ◆ No entry is allowed unless ICAR reflects that a court hearing is requested (court hearing requested is “Y”).
- ◆ When a case is certified to court, ICAR issues a narrative (ADMIN19 if interstate is “N” or ADMIN65 if interstate is “Y”) reflecting this action, and a calendar flag (ADMIN11) reminding you to enter a court date and time.

COURT HEARING REQUESTED

Scheduling the Court Hearing

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Update ICAR with the hearing date and time in the court hearing set field on the ADMIN2 screen. A date cannot be entered unless the certified to court field is completed. The court hearing date must be:

- ◆ Later than or the same date as the certified to court date.
- ◆ In the future, or the current date if the hearing is rescheduled (HEARING HELD is “R”).
- ◆ In the past, or the current date if the hearing is held or not held (HEARING HELD is “Y” or “N”).

When the court hearing the obligor requested is scheduled, ICAR issues:

- ◆ A narrative (ADMIN22 if interstate is “N,” ADMIN68 if interstate is “Y”) to document the scheduled date of the hearing.
- ◆ A calendar flag (ADMIN15) after the hearing date to remind you to enter the results of the hearing.
- ◆ A status (ADMIN15 with narrative ADMIN68) to inform the parties/initiating state of the date and time of the hearing.

When a court hearing that the Unit requested is scheduled, ICAR issues:

- ◆ A narrative (ADMIN128 if interstate is “N,” ADMIN129 if interstate is “Y”) to document the scheduled date of the hearing.
- ◆ A calendar flag (ADMIN15) after the hearing date to remind you to enter the results of the hearing.
- ◆ A status (ADMIN24 with ADMIN129) to inform the parties/initiating state of the date and time of the hearing.

Recording the Court Hearing Results

The HEARING HELD field on the ADMIN2 screen indicates whether the court hearing was held, not held, or rescheduled. (An entry is not allowed in the HEARING HELD field unless a date has been entered in the COURT HEARING SET field.)

- ◆ If the hearing was held, enter “Y” and proceed with entry of the order of the court. When you enter a “Y,” ICAR issues:
 - A narrative (ADMIN20 if INTERSTATE is “N,” ADMIN66 if INTERSTATE is “Y”) to document that the hearing was held;
 - A calendar flag (ADMIN34 with ADMIN20 or ADMIN35 with ADMIN66) to remind you to end the process; and
 - A status (ADMIN26 with ADMIN66) to the obligee or to the initiating state as appropriate to inform them the hearing was held.
- ◆ If the hearing was not held, enter “N” and proceed with entry of a default order. When you enter an “N,” ICAR issues:
 - A user-completed narrative (ADMIN21 if INTERSTATE is “N,” ADMIN67 if INTERSTATE is “Y”) to document that the hearing was not held and for you to enter the reason it was not held;
 - A calendar flag (ADMIN13) reminding you to take the next action; and
 - A status (ADMIN27 with ADMIN21 or ADMIN28 with ADMIN67) to the obligee or to the initiating state as appropriate to inform them the hearing was not held.
- ◆ If the hearing is rescheduled, do not re-certify the case. Obtain a new date and time and enter an “R” in the HEARING HELD field and the new date in the COURT HEARING SET field. When you enter an “R” ICAR issues:
 - A narrative (ADMIN23 if INTERSTATE is “N,” ADMIN69 if INTERSTATE is “Y”) to document that the hearing was rescheduled;
 - A calendar (ADMIN37) reminding you to enter the court hearing results on the date of the hearing; and
 - A status (ADMIN16) to the obligee or the initiating state informing them that the hearing has been rescheduled.

ISSUING THE ORDER

Time Frames for Issuing an Administrative Order

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ISSUING THE ORDER

Legal reference: Iowa Code section 252C.5
441 IAC 99.41

Once the Unit has issued an administrative support order, a Unit attorney submits the order to the district court for a judge's approval and signature. After the judge has signed the order, the Unit files it, along with all the other supporting documentation, including the notice, with the clerk of the district court.

Time Frames for Issuing an Administrative Order

Issue form 470-1918, *Administrative Order for Support*, or form 470-2984, *Administrative Order for Support: Foster Care*, if a foster care case, after the latest of the following timeframes have expired:

- ◆ 30 days after form 470-1922, *Notice of Support Debt*, was served on the obligor;
- ◆ Ten days after the date set for a conference;
- ◆ Ten days after form 470-1970, *Negotiation Conference Report*, is issued;
- ◆ 30 days after form 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility*, is issued; or
- ◆ Ten days after the last form 470-2640, *Child Support Guidelines Worksheet*, is issued.

Note: The obligor has 30 days from the date of service of the notice or 30 days from the issuance of a second notice to request a court hearing. However, the obligor may agree to **waive** this period. The Unit may then enter an order before the end of the 30 days. Record this activity in the 30-day waiver field on the ADMIN2 screen.

Enter a "Y" in the 30-day waiver field. ICAR issues a narrative (ADMIN134).

Provisions of the Administrative Order

The administrative support order includes the following information:

- ◆ The name of the child's caretaker (person or agency).
- ◆ The dependent child's name and birth date.
- ◆ The basis for jurisdiction over the obligor.
- ◆ The type of support ordered. For each type of support mentioned in the notice, indicate that it is at issue and that you are ordering that type of support. Also enter information to explain any deviation from guidelines.

Indicate any type of support that is at issue but is reserved. If you requested a type of support in the notice but it cannot be ordered at this time, explain the reason for reserving that particular type of support. The following are options when generating the order from ICAR:

- "The Respondent is now residing in the same household as the child."
- "The caretaker is now receiving neither FIP nor Title XIX medical benefits and has requested that the support obligation not be established at this time."
- "The caretaker is not now receiving FIP benefits and has requested that the support obligation not be established at this time."

If you have another reason for reserving support, describe it.

Note: If you did not mention a type of support in the notice, do not mention it in the administrative support order.

- ◆ The amount and frequency of the current support to be paid, if appropriate. For information on calculation of current support, see 10-H, ***DETERMINING CHILD SUPPORT OBLIGATIONS***.
- ◆ The start date of the obligation. Set this date 20 calendar days from the date you generate the order. If the 20th calendar day falls on the 29th, 30th or 31st of the month, set the start date of the obligation on the 1st of the following month.
- ◆ The total amount of accrued support, if appropriate. For information on how to calculate accrued support, see 10-H, ***DETERMINING CHILD SUPPORT OBLIGATIONS***.

ISSUING THE ORDER

Provisions of the Administrative Order

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- ◆ The amount and frequency of the accrued support payment to be made toward the accrued support amount (if any).
- ◆ A statement that the obligor's property is subject to collection action including, but not limited to, income withholding, garnishments, liens, income tax refund offset, and referral to a collection agency.
- ◆ Provisions for medical support required pursuant to Iowa Code Chapter 252E.
- ◆ A statement that the obligor, the obligee, and any necessary third party (such as the other noncustodial parent) must provide the following information to the Unit in writing, and update the Unit with any changes:
 - Name
 - Social security number
 - Residential and mailing addresses
 - Telephone number
 - Driver's license number
 - The name, address and telephone number of the party's employer or other source of income

Generating the Administrative Order

To generate the administrative support order from ICAR, use the following fields located on the ADMIN2 screen:

GENERATE ORDER (A/J/R).....: <u>X</u>	TYPE: <u>XX</u>	DATE: M/DD/CCYY
IIW PROVISIONS (Y/N/G/A).....: <u>X</u>		

- ◆ Enter "A" in the GENERATE ORDER field on the ADMIN2 screen. To regenerate the order, enter "R."

Note: To generate form 470-1918, *Administrative Order for Support*, and form 470-2608, *252C Approval Order*, the GENERATE NOTICES field on the ADMIN screen must contain a "Y." To generate form 470-2984, *Administrative Support Order: Foster Care*, and form 470-2608, *252C Approval Order*, the GENERATE NOTICES field on the ADMIN screen must contain an "F."

- ◆ Complete the TYPE field to indicate the type of support established in the order.

- ◆ If not ordering child support (medical only), enter 'HO' (HEALTH ONLY) in the TYPE field. No entry is allowed in the IIW PROVISIONS field. ICAR enters the current date in the GENERATE ORDER date field.

- ◆ If ordering child and medical support:

- Enter 'SO' (SUPPORT ORDER) in the TYPE field.

Note: To make an entry of SO, you must first have generated form 470-2950, *Child Support Guidelines Worksheet Cover Letter*, and form 470-2640, *Child Support Guidelines Worksheet*, from the PC application.

- ICAR enters the current date in the GENERATE ORDER DATE field.
 - Update the IIW PROVISIONS field as follows:

Enter an 'A' if income withholding is not ordered due to an approved written agreement not to implement income withholding, but there is an employer. ICAR issues a narrative (ADMIN98). ICAR also issues a calendar flag (ADMIN22) to review the case for validity of the written agreement.

Enter a 'G' if income withholding is not ordered due to good cause. ICAR issues a narrative (ADMIN97). ICAR also issues a calendar flag (ADMIN21) for 365 days to review the case for good cause status.

An 'N' entry is allowed only if no verified employer exists in the EMPLOYER VERIFIED field. ICAR issues a narrative (ADMIN96).

A 'Y' entry is allowed only if the EMPLOYER VERIFIED field on the EMPVER screen equals 'Y.' ICAR issues a narrative (ADMIN95).

When you enter "Y" in the IIW PROVISIONS field, ICAR displays the IWO screen. Refer to the income withholding process for more information. Use the following highlighted fields on the IWO screen to enter data to generate the IWO.

GENERATE (I/M/L/A/V):	COURT ORD:	JO:	ON LINE FORM:
PER CURRENT	PER	ARREARS	LUMP SUM:

The fields, descriptions, and values are:

- GENERATE (I/M/L/A/V): Your entry in this field determines the type of income withholding order ICAR generates. Enter 'I' to generate an immediate income withholding order.

- **ON LINE FORM:** When you enter “Y,” ICAR generates the form 470/1916, *Order for Income Withholding*. To print the form on the local office printer, update the SIGNATURE ID field.
- **PER - CURRENT:** Enter the amount and frequency of the new child support obligation.
- **PER - ARREARS:** Enter the amount and frequency of any arrears amount if appropriate.
- Press PF2 to add the record.
- **PROCESS ENDED:** Enter the current date as a temporary end date in this field. If a temporary end date is not entered, a calendar flag generates to the Employers Partnering in Child Support (EPICS) unit. The EPICS unit is not able to work the IWO process until the court order is signed and filed with the district court. When the court order is filed and received by EPICS, the EPICS worker removes the temporary end date.

Note: Remove this date *after* the support order has been signed by the judge and filed with the clerk of court, and before you complete the ADMIN screen. See **Updating ICAR After the Order Is Filed**.

ICAR issues a calendar flag (ADMIN16) reminding you to file the order.

Filing the Administrative Order

Present form 470-1922, *Administrative Order for Support*, or form 470-2984, *Administrative Order for Support: Foster Care*, to the Unit administrator’s designee for review and signature.

After the designee signs the administrative support order, the district court judge must approve it before it can be filed in the county identified in the notice. Local procedures dictate how the order and accompanying documents are presented to the judge. In some jurisdictions, the Unit attorney presents them in person. In others, the Unit attorney mails the documents to the clerk of court, who presents them to the judge for approval.

Submit the following forms with the administrative support order and form 470-2608, *252C Approval Order*, to the office attorney for presentation to the court:

- ◆ 470-1922, *Notice of Support Debt*, or 470-2983, *Notice of Support Debt: Foster Care*
- ◆ 470-1916, *Order for Income Withholding*, if applicable (see the income withholding process)
- ◆ The proof of service of the *Notice of Support Debt* or *Notice of Support Debt: Foster Care*
- ◆ 470-0204, *Financial Statement*, or 470-2870, *Foster Care Financial Statement*.
Note: Do not file the attachments to the *Financial Statement*.
- ◆ Worksheets used to determine the support obligations that include reasons for any deviations from the guidelines
- ◆ The most recent form 470-2640, *Child Support Guidelines Worksheet*, and the Accrued Support Calculation Attachment, if applicable
- ◆ 470-1924, *Second Notice of Support Debt and Finding of Financial Responsibility*, if applicable
- ◆ Other notices or forms sent to the obligee and obligor during the administrative establishment process

Do not include the following forms:

- ◆ 470-3877, *Child Support Information*, if PA Case
- ◆ 470-3929, *Establishment Questionnaire*, if NPA Case
- ◆ 470-2819, *What You Should Know About Immediate Income Withholding*
- ◆ 470-2639, *Request for Financial Statement*
- ◆ 470-3181, *Directions for Service*, or 470-3325, *Out-of-State Directions for Service*
- ◆ 470-2883, *Negotiation Conference Scheduled or Denied*
- ◆ 470-1970, *Negotiation Conference Report*

After the judge signs the approval order, file the administrative support order and supporting documentation with the clerk of court in the county where the judge who signed the order presides. Upon filing, the order becomes effective and has the same force and effect as a district court order.

Within 14 days after the order is filed, send a copy it of to:

- ◆ The obligor's legal representative or to the obligor's last known address if the obligor does not have a legal representative; and
- ◆ The obligee's legal representative or to the obligee's last known address if the obligee does not have a legal representative.

Judicial Order

For cases involving a hearing, a blank version of form 470-3640, *252C Support Order*, may be generated from the FORMVIEW screen for the attorney to complete at the hearing. If the blank version is not used and the court establishes support, generate the *252C Support Order* from ICAR, using the following fields on the ADMIN2 screen:

GENERATE ORDER (A/J/R).....: <u>X</u>	TYPE: <u>XX</u>	DATE: M/DD/CCYY
I IW PROVISIONS (Y/N/G/A).....: <u>X</u>		

- ◆ Enter "J" in the GENERATE ORDER field. To regenerate the order, enter "R."
- ◆ Complete the TYPE field to indicate the type of support established in the order.
- ◆ If ordering child and medical support:
 - Enter "SO" in the TYPE field. **Note:** To make this entry, you must first have generated form 470-2950, *Child Support Guidelines Cover Letter*, from the ADMIN screen and form 470-2640, *Child Support Guidelines Worksheet*, from the PC application.
 - Update the I IW PROVISIONS field as follows:

A "Y" entry is allowed only if the employer verified field on the EMPVER screen equals "Y." ICAR issues a narrative (ADMIN95).

An "N" entry is allowed only if no verified employer exists in the employer verified field. ICAR issues a narrative (ADMIN96).

Enter an "A" if income withholding is not ordered due to an approved written agreement not to implement income withholding, but there is an employer. ICAR issues a narrative (ADMIN98). ICAR also issues a calendar flag (ADMIN22) to review the case for the validity of the written agreement.

Enter a "G" if income withholding is not ordered due to good cause. ICAR issues a narrative (ADMIN97). ICAR also issues a calendar flag (ADMIN21) for 365 days to review the case for good cause status.

- ◆ If not ordering child support (medical only), enter “HO” in the TYPE field. No entry is allowed in the IHW PROVISIONS field. ICAR enters the current date in the GENERATE ORDER date field.

ICAR issues a calendar flag (ADMIN38) reminding you to file the order.

Order by Consent: Obligor Agrees

Legal reference: Iowa Code section 252C.12

During any phase of the administrative establishment process, the obligor may agree to the support obligations.

When the obligor indicates a willingness to discuss the issues of child and medical support, complete form 470-2640, *Child Support Guidelines Worksheet*, if not previously completed, to determine the current and accrued child support obligations. Discuss the obligations with the obligor or with the obligor’s attorney, if applicable.

If the obligor is willing to agree to the obligations:

- ◆ Update ICAR with the agreed information and prepare the administrative support order using the consent order options. (For ICAR instructions, see **Generating the Administrative Order** and **Updating ICAR After the Order Is Filed.**)
- ◆ Have the obligor or the obligor’s attorney sign the “Respondent’s Declaration” page, which is the last page of the order, and make three copies of the order documents.
- ◆ Give the obligor or the obligor’s attorney a copy of the order.
- ◆ If less than ten days have passed since the *Child Support Guidelines Worksheet* and form 470-2950, *Child Support Guidelines Worksheet Cover Letter*, were mailed to the parties, hold the consent order in the file until ten days have passed. The obligee may provide updated financial information that will affect the support amount.

If the obligee does provide updated financial information that changes the support amount the obligor agreed to, discard the consent order, recalculate guidelines, and re-issue the guidelines worksheet and cover letter to the parties.

- ◆ Assemble the documents to be filed in the district court. (See **Filing the Administrative Order.**)

ISSUING THE ORDER

Order by Consent: Obligor Agrees

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- ◆ File the order with the court and obtain the judge's signature.
- ◆ Within 14 days, send a signed, file-stamped copy of the order to:
 - The obligee and attorney, if applicable.
 - The obligor and attorney, if applicable.
- ◆ Keep a copy of the order in the case file.
- ◆ Update ICAR to reflect the filing of the consent order (see **Updating ICAR After the Order Is Filed**).

Updating ICAR After the Order Is Filed

To complete the administrative establishment process in ICAR through entry of an order, use the following fields on the ADMIN2 screen:

Note: For ICAR to carry the date in the NOTICE (I/M) field on the COURTORD screen to the corresponding IWO screen successfully, you must first remove the date in the PROCESS ENDED field on the IWO screen before you complete the ADMIN screen. The date in the NOTICE (I/M) field on the COURTORD screen transfers to the appropriate field on the IWO screen *only* when the PROCESS ENDED field on the IWO screen is blank.

30 DAY WAIVER (Y/N): <u>N</u>
SUPPORT ESTABLISHED (D/H/C/R/A).....: <u>X</u> DATE: <u>MM/DD/CCYY</u>
OBLIGATION TYPES ENTERED.....: <u>XX</u> <u>XX</u> <u>XX</u> <u>XX</u> <u>XX</u>
CC ORDER TO INTERESTED PARTIES.....: <u>MM/DD/CCYY</u>
ACTION DISMISSED/PROCESS ENDED.....: <u>XXX</u> DATE: <u>MM/DD/CCYY</u>

Support Established

Enter the method by which support is established or reserved in the SUPPORT ESTABLISHED field. Valid codes for the SUPPORT ESTABLISHED field are:

- D Established by either administrative or judicial default
- H Established by court hearing
- C Established by either administrative or judicial consent
- R Not established because the issue of support is reserved
- A Established by the administrative process

Update the SUPPORT ESTABLISHED field as follows:

- ◆ If support is established through a default process, either administratively or after a court hearing, enter “D.”

For example, enter a “D” if the obligor does not send in any correspondence or return form 470-0204, *Financial Statement*, and does not call SCSU or the Unit or come into the local office. ICAR generates a narrative (ADMIN 135) if the COURT HEARING REQUESTED field contains an “N.”

Also enter a “D” if the obligor requests a hearing on the issue of support, but does not appear at the hearing. ICAR generates a narrative (ADMIN 136) if the COURT HEARING REQUESTED field contains a “Y.”
- ◆ If support is ordered through a court hearing, enter “H” in this field. To make the “H” entry, the code in HEARING HELD must be “Y” to indicate that the hearing was held. ICAR generates a narrative (ADMIN137).
- ◆ If the parties agree on the support issue and a consent order establishing support is entered, enter “C.” This entry generates a narrative (ADMIN138).
- ◆ If support is reserved, enter “R” in this field. ICAR issues a narrative (ADMIN139).
- ◆ If the obligor contacts the Unit in any way but does not request a hearing or consent to the order, enter an “A.” For example, enter an “A” if the obligor returns form 470-0204, *Financial Statement*, contacts SCSU or the local office by telephone or comes into the local office and the Unit subsequently enters an order. ICAR issues a narrative (ADMIN 156).
- ◆ Enter the date that support is established or reserved in the DATE field.

ICAR edits the entries as follows:

- ◆ The obligor must have been served. (SERVICE OBTAINED is “Y” or “A.”)
- ◆ An order must have been generated. (GENERATE ORDER is “A” or “J.”)
- ◆ ICAR does not allow entries of “H” or “R” unless HEARING HELD is “Y.”

ISSUING THE ORDER

Updating ICAR After the Order Is Filed

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- ◆ An entry is not allowed if:
 - A conference was requested, but the CSRU RESP field is blank or “R.”
 - A conference was scheduled, but the CONF HELD field is blank or “R.”
 - A court hearing was scheduled, but the HEARING HELD field is blank or “R.”
- ◆ Any entry requires that the SUPPORT ESTABLISHED DATE field be completed, with the following restrictions:
 - This date must be at least 30 days greater than the service obtained date unless the parties waived the time frame (30 DAY WAIVER is “Y”).
 - If the *Child Support Guidelines Worksheet Cover Letter* has been generated, the support established date must be at least ten days greater than the GENERATE GUIDELINE CVR LTR date.
 - If a second notice has been generated (GENERATE SECOND NOTICE is “Y”), this date must be at least 30 days later than the date the second notice was generated unless the parties waived the time frame (30 DAY WAIVER is “Y”).
 - If the case went to court, this date must be later than or the same as the court hearing set date.
- ◆ A “D,” “H,” “C” or “A” entry requires you to also make an entry in the first OBLIGATIONS TYPES ENTERED field. (See below.)
- ◆ Any entry requires that the CC ORDER TO INTERESTED PARTIES field be completed. (See below.)

Obligation Types Entered

When any type of support is ordered, you must enter the support types in the OBLIGATION TYPES ENTERED field on ADMIN2. Valid obligation codes are:

CS Child support
MR Reimbursement for medical expenditures
MS Medical support
RE Reimbursement for public assistance
HO Health only
HI Health insurance

ICAR edits the entry as follows:

- ◆ There must first be an entry of “D,” “H,” “C” or “A” in the SUPPORT ESTABLISHED field.
- ◆ If “HO” is entered, no other entries are allowed. Use “HO” when health insurance is the only type of support ordered.
- ◆ “HI” is not allowed as a sole entry. “HI” indicates health insurance plus some other type of obligation (e.g., current support is “CS”) was ordered.
- ◆ Each of the valid obligation codes listed above may be entered only once in these fields.

Sending Parties Copies of the Order

You must send the parties copies of all orders within 14 days of the date of entry. To document that the parties were sent a copy of the order, enter the date of mailing in the CC ORDER TO INTERESTED PARTIES field on the ADMIN2 screen. ICAR requires you to complete this field when the SUPPORT ESTABLISHED field is updated.

When you make an entry in the CC ORDER TO INTERESTED PARTIES field, ICAR generates form 470-3910, *Cover Letter for Orders*. Send one copy of this form with a copy of the order to each party.

If an attorney represents one of the parties, ICAR generates this form to the attorney instead of that party. If the Unit establishes support at the request of another state, ICAR generates one copy of the *Cover Letter for Orders* for the obligor and a second copy for the other state.

Note: If an attorney represents the obligee in the other state, ICAR generates the *Cover Letter for Orders* for the attorney instead of the other state.

The CC ORDER TO INTERESTED PARTIES date must be later than or equal to the date in the SUPPORT ESTABLISHED date field and cannot be a future date. An entry is not allowed unless the SUPPORT ESTABLISHED field is completed.

When you make entries to the SUPPORT ESTABLISHED, OBLIGATION TYPES ENTERED, and CC ORDER TO INTERESTED PARTIES fields, ICAR:

- ◆ Enters “ORD” in the ACTION DISMISSED/PROCESS ENDED field;
- ◆ Locks the screens from further updates;
- ◆ Generates narratives (ADMIN26 and ADMIN142 if interstate is “N” or ADMIN72 and ADMIN143 if interstate is “Y”) reflecting the entry of the order and the ending of the process; and
- ◆ Automatically displays the HEADER screen to add the court order information.

Completing the HEADER Screen

COURT ORDER NUMBER: ICIS C.O. NUMBER.....:

When you enter a court order number on the HEADER screen, leave the COURT ORDER NUMBER field blank. Enter the number in the ICIS C.O. NUMBER field instead. The ICIS C.O. NUMBER field is 17 characters long. The first 7 positions are ICAR-entered based on the number in the COURT ORDER COUNTY field. You complete positions 8-17.

The following explains the entry in each of the positions completed by ICAR:

- ◆ Positions 1 and 2: District number
- ◆ Positions 3 and 4: County number
- ◆ Position 5: Jurisdiction
- ◆ Positions 6 and 7: City code. **Note:** The Unit does not use this code. These positions are always blank.

Positions 8-17 are worker-entered and consist of the following entries:

- ◆ Positions 8 and 9: Case type. ICAR allows only alphabetical entries.
- ◆ Positions 10-17: Group code. ICAR allows only alphabetical entries in positions 10 and 11 and only numeric entries in positions 12-17.

Once you complete entries in the ICIS C.O. NUMBER field and press PF3, the case type and group code from the ICIS C.O. NUMBER field transfer to the COURT ORDER NUMBER field. If the ICIS C.O. NUMBER field does not contain the appropriate worker entries, an edit displays requiring the appropriate entries.

If you attempt to modify the entry in the COURT ORDER NUMBER field, ICAR does not accept the change. You must make modifications to the court order number in the ICIS C.O. NUMBER field.

Press PF6 to transfer HEADER information to COURTORD and to add the court order to the case. Once you add the court order to the case, ICAR again displays the HEADER screen. For more information on adding court orders to ICAR, see 9-E, **ENTERING COURT ORDERS AND OBLIGATIONS**.

Ending the Process

ICAR ends the ADMIN process through the entry of an order. You can also end the process by making one of the following entries in the ACTION DISMISSED/PROCESS ENDED field on ADMIN2:

OAE Order already exists
DIS Action dismissed by 215.1
OTH Other

An entry is not allowed in the ACTION DISMISSED/PROCESS ENDED field if:

- ◆ A conference has been requested and the CSRU RESP field is blank.
- ◆ A conference has been scheduled and the CONF HELD field contains an “R” or is blank.
- ◆ A court hearing has been scheduled and the HEARING HELD field contains an “R” or is blank.

An entry to this field requires that you enter the date the process was ended in the corresponding DATE field. This date must be greater than or the same as the GENERATE NOTICES date and cannot be a future date.

When you enter 'OAE' (order already exists), ICAR issues:

- ◆ A narrative (ADMIN144 if INTERSTATE is 'N,' or ADMIN145 if INTERSTATE is 'Y') to document the ending of the process.
- ◆ A status (ADMIN33 with narrative ADMIN144, or ADMIN35 with narrative ADMIN145) to inform the obligee or the initiating state that the process ended because an order for support already exists.
- ◆ A status (ADMIN34) to inform the obligor that the process ended because an order for support already exists.

The DIS code is not allowed unless the CERTIFIED TO COURT field contains a date. When you enter 'DIS' (action dismissed by 215.1), ICAR issues:

- ◆ A narrative (ADMIN140 if INTERSTATE is 'N,' or ADMIN141 if INTERSTATE is 'Y') to document the ending of the process.
- ◆ A status (ADMIN30 with narrative ADMIN140, or ADMIN32 with narrative ADMIN141) to inform the payee or the initiating state that the Clerk of Court dismissed the action.
- ◆ A status (ADMIN31) to inform the obligor that the Clerk of Court dismissed the action.

When you enter 'OTH' (other). ICAR issues:

- ◆ A narrative (ADMIN146 if INTERSTATE is 'N,' or ADMIN147 if INTERSTATE is 'Y') for you to enter the reason the process is ended.
- ◆ A status (ADMIN36 with narrative ADMIN146, or ADMIN38 with narrative ADMIN147) to inform the payee or the initiating state the reason the process is ended.
- ◆ A status (ADMIN37) to inform the obligor the reason the process is ended.

To end the process by entering an order, see **ISSUING THE ORDER**.

SPECIAL CIRCUMSTANCES

This section addresses adjustments to the administrative establishment process for the following special circumstances:

- ◆ The obligor is a minor.
- ◆ The obligor is incarcerated.
- ◆ The Unit's action is for health insurance only.
- ◆ Iowa is responding on an interstate case.
- ◆ The obligee moves during the establishment process.
- ◆ A family member cannot document U. S. citizenship.

Minor Obligor

If the obligor on the case is a minor, consult your supervisor and office attorney regarding how to proceed with the case.

Incarcerated Obligor

Proceed with seeking a consent order for current, medical support, accrued support, or both from incarcerated obligors by any means available. If the obligor does not respond, consult with your supervisor regarding adequate funding to appoint a guardian ad litem and refer the case to your office attorney.

An obligor incarcerated in a county jail may be served by a sheriff, or accept service. A default order can be entered against an obligor in a county jail. An obligor incarcerated in the state penal system can accept service, or the service can be processed through the warden's office.

Action for Health Insurance Only

In most situations, the Unit establishes both child and medical support obligations using the administrative process. However, in some cases it is appropriate for the Unit to enter an order that does not include child support. An example is when the mother and the child receive Medicaid-only benefits, and the mother declines the establishment of a child support obligation. See 11-I, **MEDICAL SUPPORT**.

The administrative process may be used to establish a health insurance only obligation. If an order for current child support exists, that order should be modified to add health insurance provisions. See Figure 1, “Establishment v. Modification Decision Tree,” at the beginning of this chapter when deciding whether to use administrative establishment or modification to create a medical support obligation.

Essentially, the process is the same whether or not child support is sought. The only difference in the process is when the administrative or judicial support order is issued, it indicates that child support is reserved and may be set at a later date. (See **ISSUING THE ORDER.**)

Responding Interstate

The administrative establishment process is available only for responding interstate cases. The same steps are followed in an interstate case, except that all correspondence for the out-of-state obligee is sent to the initiating state child support agency.

Obligee Moves

When an obligee moves during the administrative establishment process and the obligor has not been located, transfer the file to the new office. The new office proceeds with location and regenerates all service forms once the obligor is located.

If an obligee moves after the obligor has been served, continue the action in the county where it began. Once the administrative establishment action is ended by an order for support or by a dismissal order, make copies of all necessary paperwork and transfer the file to the new office.

Undocumented Citizens

Child support regulations do not require that a person be a legal citizen of the United States to receive or pay child support. Establish child support as usual if any member of the family is an undocumented citizen.

NARRATIVES

August 27, 2002

Iowa Department of Human Services
Title 10 Support Establishment and Modification
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NARRATIVES

Process: **ADMIN** Number: **001**

Text: The payor is represented by an attorney for administrative process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	CC RP ATTY	Y		

Process: **ADMIN** Number: **002**

Text: The obligor is no longer represented by an attorney for administrative process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	CC RP ATTY	Y changed to N		

Process: **ADMIN** Number: **003 – Issues only from cases completed before 11-1-99.**

Text: First notice of public assistance child support debt for administrative process prepared on GEN SERVING NOTICES DATE.

Screen:	Field:	Entry:	Flag:	Status:
			1	

Process: **ADMIN** Number: **004 – Issues only from cases completed before 11-1-99.**

Text: First notice of non-public assistance child support debt for administrative process prepared on GEN SERVING NOTICES DATE.

Screen:	Field:	Entry:	Flag:	Status:
			1	

Process: **ADMIN** Number: **005 – Issues only from cases completed before 11-1-99.**

Text: Request for service of the notice of child support debt for administrative process by sheriff issued on SERVICE REQUEST DATE

Screen:	Field:	Entry:	Flag:	Status:
			2	1

Process: **ADMIN** Number: **006 – Issues only from cases completed before 11-1-99.**

Text: Request for service of the notice of child support debt for administrative process by process server issued on SERVICE REQUEST DATE.

Screen:	Field:	Entry:	Flag:	Status:
			2	

Process: **ADMIN** Number: **007** – **Issues only from cases completed before 11-1-99.**

Text: Request for service of the notice of child support debt for administrative process by longarming issued on SERVICE REQUEST DATE

Screen:	Field:	Entry:	Flag:	Status:
LISAN	GEN NOTICE DATE		3	

Process: **ADMIN** Number: **008**

Text: The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	SERVICE OBTAINED	Y	25	1
	INTERSTATE	N	40	

Process: **ADMIN** Number: **009** – **Issues only from cases completed before 11-1-99.**

Text: Status report sent to the payee.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **ADMIN** Number: **010** – **Issues only from cases completed before 11-1-99.**

Text: Service of the notice of child support debt for administrative process unsuccessful on SERVICE OBTAINED DATE.

Screen:	Field:	Entry:	Flag:	Status:
			5	

Process: **ADMIN** Number: **011**

Text: The payor signed acceptance of service of notice of child support debt for administrative process on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	SERVICE OBTAINED	A	25	1
	INTERSTATE	N	40	

Process: **ADMIN** Number: **012** – **Issues only from cases completed before 11-1-99.**

Text: Negotiation conference regarding administrative process requested by the payor on:

Screen:	Field:	Entry:	Flag:	Status:
			6	

NARRATIVES

Iowa Department of Human Services

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Process: **ADMIN** Number: **013**

Text: Negotiation conference regarding administrative process scheduled for (CONFERENCE DATE) at (CONFERENCE TIME) M.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONFERENCE SCHEDULED	(valid entry)	7	
	CONF HELD	(blank)		
ADMIN	INTERSTATE	N		

Process: **ADMIN** Number: **014**

Text: Negotiation conference regarding administrative process rescheduled for (CONFERENCE DATE) at (CONFERENCE TIME _M).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONFERENCE SCHEDULED	(valid entry)	32	
	CONF HELD	(blank)		
ADMIN	INTERSTATE	N		

Process: **ADMIN** Number: **015**

Text: Negotiation conference regarding administrative process held on (CONFERENCE SCHEDULED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONF HELD	Y	31	
	INTERSTATE	N		

Process: **ADMIN** Number: **016 – Issues only from cases completed before 11-1-99.**

Text: Second notice of child support debt for administrative process issued on SECOND NOTICE DATE.

Screen:	Field:	Entry:	Flag:	Status:
			9	

Process: **ADMIN** Number: **017 – Issues only from cases completed before 11-1-99.**

Text: Request for judicial review of administrative process received from the payor on COURT HEARING REQUESTED DATE

Screen:	Field:	Entry:	Flag:	Status:
			10	

Process: **ADMIN** Number: **018 – Issues only from cases completed before 11-1-99.**

Text: Notice of petition for judicial review of administrative process filed by the payor received on

Screen:	Field:	Entry:	Flag:	Status:
			10	

August 27, 2002

Process: **ADMIN** Number: **019**

Text: Administrative process certified to the court for judicial review on (CERTIFIED TO COURT DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CERTIFIED TO COURT	(valid date)	11	
ADMIN	INTERSTATE	N		

Process: **ADMIN** Number: **020**

Text: Hearing regarding administrative process was held on (COURT HEARING SET DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	HEARING HELD	Y	34	25
ADMIN	INTERSTATE	N		

Process: **ADMIN** Number: **021**

Text: Hearing regarding administrative process was not held as scheduled on (COURT HEARING SET DATE) for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	HEARING HELD	N	13	27
	INTERSTATE	N		

Process: **ADMIN** Number: **022**

Text: Hearing regarding administrative process scheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. The hearing will take place at the following location:
(WORKER ENTERS LOCATION).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	INTERSTATE	N	15	3
ADMIN2	A/R	A		22
	COURT HEARING SET	(valid date)		
	HEARING HELD	(blank)		

Process: **ADMIN** Number: **023**

Text: Hearing regarding administrative process rescheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. The hearing will take place at the following location:

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	HEARING HELD	R	37	4
	INTERSTATE	N		29

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Process: **ADMIN** Number: **024** – **Issues only from cases completed before 11-1-99.**

Text: Administrative order prepared on

Screen:	Field:	Entry:	Flag:	Status:
			16	

Process: **ADMIN** Number: **025** – **Issues only from cases completed before 11-1-99.**

Text: Support order resulting from administrative process filed on

Screen:	Field:	Entry:	Flag:	Status:
			17	

Process: **ADMIN** Number: **026**

Text: Copies of support order resulting from administrative process sent to all interested parties on (CC ORDER TO INTERESTED PARTIES DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CC ORDER TO INTERESTED	(valid date)		5
ADMIN	PARTIES	N		6
	INTERSTATE			

Process: **ADMIN** Number: **027** – **Issues only from cases completed before 11-1-99.**

Text: Status report sent to the payor.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **ADMIN** Number: **028** – **Issues only from cases completed before 11-1-99.**

Text: Interoffice memo sent to the local DHS office.

Screen:	Field:	Entry:	Flag:	Status:
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Process: **ADMIN** Number: **029** – **Issues only from cases completed before 11-1-99.**

Text: Administrative process terminated on PROCESS ENDED DATE

Screen:	Field:	Entry:	Flag:	Status:
			19	7

Process: **ADMIN** Number: **030** – **Issues only from cases completed before 11-1-99.**

Text: Interstate status update received. Notice of administrative process prepare by the state of (RESPONDING STATE CODE) on

Screen:	Field:	Entry:	Flag:	Status:
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Process: **ADMIN** Number: **037** – **Issues only from cases completed before 11-1-99.**

Text: Interstate status update received. Conference regarding administrative process held in the state of (RESPONDING STATE CODE) on (CONFERENCE SET DATE).

Screen: Field: Entry: Flag: Status:
ADMIN

Process: **ADMIN** Number: **038** – **Issues only from cases completed before 11-1-99.**

Text: Interstate status update received. Second notice regarding administrative process issued to the payor by the state of (RESPONDING STATE CODE) on (SECOND NOTICE DATE).

Screen: Field: Entry: Flag: Status:
ADMIN

Process: **ADMIN** Number: **039** – **Issues only from cases completed before 11-1-99.**

Text: Interstate status update received. The payor has contested administrative process in the state of (RESPONDING STATE CODE) on (CONTEST DATE).

Screen: Field: Entry: Flag: Status:
ADMIN

Process: **ADMIN** Number: **040** – **Issues only from cases completed before 11-1-99.**

Text: Interstate status update received. Administrative process certified to the courts for the state of (RESPONDING STATE CODE) on (CERTIFIED TO COURT DATE).

Screen: Field: Entry: Flag: Status:
ADMIN

Process: **ADMIN** Number: **041** – **Issues only from cases completed before 11-1-99.**

Text: Interstate status update received. Hearing regarding administrative process was held in the state of (RESPONDING STATE CODE) on (HEARING SET DATE).

Screen: Field: Entry: Flag: Status:
ADMIN

Process: **ADMIN** Number: **042** – **Issues only from cases completed before 11-1-99.**

Text: Interstate status update received. Hearing regarding administrative process was not held as previously scheduled in the state of (RESPONDING STATE CODE) on (HEARING SET DATE).

Screen: Field: Entry: Flag: Status:
ADMIN

Process: **ADMIN** Number: **043** – **Issues only from cases completed before 11-1-99.**

Text: Interstate status update received. Hearing regarding administrative process scheduled in the state of (RESPONDING STATE CODE) on (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				9

Process: **ADMIN** Number: **044** – **Issues only from cases completed before 11-1-99.**

Text: Interstate status update received. Order for support resulting from administrative process filed in the state of (RESPONDING STATE CODE) on (ORDER FILED DATE)..

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			18	

Process: **ADMIN** Number: **045** – **Issues only from cases completed before 11-1-99.**

Text: Interstate status update received. Hearing regarding administrative process rescheduled in the state of (RESPONDING STATE CODE) on (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				10

Process: **ADMIN** Number: **046** – **Issues only from cases completed before 11-1-99.**

Text: Interstate status update received. Administrative process terminated by the state of (RESPONDING STATE CODE) on

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			19	12

Process: **ADMIN** Number: **047** – **Issues only from cases completed before 11-1-99.**

Text: Status update sent to the state of (INITIATING STATE CODE)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN** Number: **048** – **Issues only from cases completed before 11-1-99.**

Text: Status update not sent to the payee, no valid address.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

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Process: **ADMIN** Number: **049** – **Issues only from cases completed before 11-1-99.**

Text: Status update not sent to the payor, no valid address.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN** Number: **050**

Text: Administrative order screen deleted for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN		PF4	19	

Process: **ADMIN** Number: **051** – **Issues only from cases completed before 11-1-99.**

Text: First notice of public assistance child support debt for administrative process prepared on (Generate Notice date). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			1	

Process: **ADMIN** Number: **052** – **Issues only from cases completed before 11-1-99.**

Text: First notice of non-public assistance child support debt for administrative process prepared on (GENERATE NOTICE DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			1	

Process: **ADMIN** Number: **053** – **Issues only from cases completed before 11-1-99.**

Text: Request for service of the notice of child support debt for administrative process by sheriff issued on (SERVICE REQUEST DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			2	

Process: **ADMIN** Number: **054** – **Issues only from cases completed before 11-1-99.**

Text: Request for service of the notice of child support debt for administrative process by process server issued on (SERVICE REQUEST DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			2	

Process: **ADMIN** Number: **055**

Text: The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE). Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	SERVICE OBTAINED	Y	25	13
	INTERSTATE	Y	40	

Process: **ADMIN** Number: **056 – Issues only from cases completed before 11-1-99.**

Text: Service on the notice of child support debt for administrative process unsuccessful on SERVICE OBTAINED DATE. Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			5	

Process: **ADMIN** Number: **057**

Text: The payor signed acceptance of service of notice of child support debt for administrative process on (SERVICE DATE). Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	SERVICE OBTAINED	A	25	13
	INTERSTATE	Y	40	

Process: **ADMIN** Number: **058 – Issues only from cases completed before 11-1-99.**

Text: Negotiation conference regarding administrative process requested by the payor on: Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			6	

Process: **ADMIN** Number: **059**

Text: Negotiation conference regarding administrative process scheduled for (CONFERENCE DATE) at (CONFERENCE TIME) M. Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONFERENCE SCHEDULED	(valid entry)	7	
	CONF HELD	(blank)		
ADMIN	INTERSTATE	Y		

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Process: **ADMIN** Number: **060**

Text: Negotiation conference regarding administrative process rescheduled for (CONFERENCE DATE) at (CONFERENCE TIME) M. Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONFERENCE SCHEDULED	(valid entry)	32	
	CONF HELD	(blank)		
ADMIN	INTERSTATE	Y		

Process: **ADMIN** Number: **061**

Text: Negotiation conference regarding administrative process held on (CONFERENCE SCHEDULED DATE). Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONF HELD	Y	31	
	INTERSTATE	Y		

Process: **ADMIN** Number: **062 – Issues only from cases completed before 11-1-99.**

Text: Second notice of child support debt for administrative process issued on SECOND NOTICE DATE. Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			9	

Process: **ADMIN** Number: **063 – Issues only from cases completed before 11-1-99.**

Text: Request for judicial review of administrative process received from the payor on (COURT HEARING REQUESTED DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			10	

Process: **ADMIN** Number: **064 – Issues only from cases completed before 11-1-99.**

Text: Notice of petition for judicial review of administrative process filed by the payor received on (COURT HEARING REQUEST DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			10	

Process: **ADMIN** Number: **065**

Text: Administrative process certified to the court for judicial review on (CERTIFIED TO COURT DATE). Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CERTIFIED TO COURT	(valid date)	11	
ADMIN	INTERSTATE	Y		

Process: **ADMIN** Number: **066**

Text: Hearing regarding administrative process was held on (COURT HEARING SET DATE). Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	HEARING HELD	Y	35	26
ADMIN	INTERSTATE	Y		

Process: **ADMIN** Number: **067**

Text: Hearing regarding administrative process was not held as scheduled on (COURT HEARING SET DATE). Action based on referral from the State of (INITIATING STATE CODE). Hearing not held for the following reason: (WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	HEARING HELD	N	13	28
	INTERSTATE	Y		

Process: **ADMIN** Number: **068**

Text: Hearing regarding administrative process scheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. Action based on a referral from the State of (INITIATING STATE CODE). The hearing will take place at the following location: (WORKER ENTERS LOCATION).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	INTERSTATE	Y	15	15
ADMIN2	A/R	R		22
	COURT HEARING SET	(valid date)		
	HEARING HELD	(blank)		

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Process: **ADMIN** Number: **069**

Text: Hearing regarding administrative process rescheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. Action based on a referral from the State of (INITIATING STATE CODE). The hearing will take place at the following location: (WORKER ENTERS LOCATION).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	HEARING HELD	R	37	16
	INTERSTATE	Y		29

Process: **ADMIN** Number: **070 – Issues only from cases completed before 11-1-99.**

Text: Administrative order prepared on . Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			16	

Process: **ADMIN** Number: **071 – Issues only from cases completed before 11-1-99.**

Text: Support order resulting from administrative process filed on (SUPPORT ESTABLISHED DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			17	

Process: **ADMIN** Number: **072**

Text: Copies of support order resulting from administrative process sent to all interested parties on (CC ORDER TO INTERESTED PARTIES DATE). Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CC ORDER TO INTERESTED	(valid date)		17
ADMIN	PARTIES	Y		18
	INTERSTATE			

Process: **ADMIN** Number: **073 – Issues only from cases completed before 11-1-99.**

Text: Administrative process terminated on (ACTION DISMISSED/PROCESS ENDED DATE). Action based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			19	19

Process: **ADMIN** Number: **074 – Issues only from cases completed before 11-1-99.**

Text: Copies of support order resulting from administrative process sent to all interested parties on (CC ORDER TO INTERESTED PARTIES DATE). Based on a referral from the state of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			19	11

Process: **ADMIN** Number: **075 – Issues only from cases completed before 11-1-99.**

Text: (blank)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN** Number: **076 – Issues only from cases completed before 11-1-99.**

Text: Form number (FORM NUMBER) has been system generated.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN** Number: **077 – Issues only from cases completed before 11-1-99.**

Text: Worker has flagged court order to distribute portion of money received to the caretaker. Court order# (COURT ORDER NUMBER).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN** Number: **078 – Issues only from cases completed before 11-1-99.**

Text: Worker has removed the flag on court order to distribute portion of money received to the caretaker. Court order # (COURT ORDER NUMBER).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN** Number: **079 – Issues only from cases completed before 11-1-99.**

Text: S - The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	1

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Process: **ADMIN** Number: **080** – **Issues only from cases completed before 11-1-99.**

Text: P - The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	1

Process: **ADMIN** Number: **081** – **Issues only from cases completed before 11-1-99.**

Text: L - The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	1

Process: **ADMIN** Number: **082** – **Issues only from cases completed before 11-1-99.**

Text: S - Interstate status update received. The payor was served with notice of administrative process in the State of (RESPONDING STATE CODE) on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				8

Process: **ADMIN** Number: **083** – **Issues only from cases completed before 11-1-99.**

Text: P - Interstate status update received. The payor was served with notice of administrative process in the State of (RESPONDING STATE CODE) on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				8

Process: **ADMIN** Number: **084** – **Issues only from cases completed before 11-1-99.**

Text: L - Interstate status update received. The payor was served with notice of administrative process in the State of (RESPONDING STATE CODE) on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				8

Process: **ADMIN** Number: **085** – **Issues only from cases completed before 11-1-99.**

Text: S - The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE). Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	13

Process: **ADMIN** Number: **086** – **Issues only from cases completed before 11-1-99.**

Text: P - The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE). Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	13

Process: **ADMIN** Number: **087** – **Issues only from cases completed before 11-1-99.**

Text: L - The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE). Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	13

Process: **ADMIN** Number: **088** – **Issues only from cases completed before 11-1-99.**

Text: First notice of child support debt foster care for administrative process prepared (GENERATE NOTICE DATE)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			1	

Process: **ADMIN** Number: **089** – **Issues only from cases completed before 11-1-99.**

Text: Request for service of the notice of child support debt for administrative process by waiver issued on (SERVICE REQUEST DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			2	

Process: **ADMIN** Number: **090** – **Issues only from cases completed before 11-1-99.**

Text: W – The payor was served with notice of child support debt for administrative process on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN			4	

Process: **ADMIN** Number: **091**

Text: The obligee is represented by an attorney for the administrative process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	CC CP ATTY	Y		

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Process: ADMIN Number: 092

Text: The obligee is no longer represented by an attorney for the administrative process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	CC CP ATTY	Y changed to N		

Process: ADMIN Number: 093 – Issues only from cases completed before 11-1-99.

Text: A new support order involving the above referenced case was established on (SUPPORT ESTABLISHED DATE). The new order differs from a previous order entered in another state.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				20

Process: ADMIN Number: 094 – Issues only from cases completed before 11-1-99.

Text: The support order has been modified.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				21

Process: ADMIN Number: 095

Text: IIW generated during the administrative establishment process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	IIW PROVISIONS	Y		

Process: ADMIN Number: 096

Text: IIW not generated for this case. There is no current employer for this obligor.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	IIW PROVISIONS	N		
	TYPE	SO		

Process: ADMIN Number: 097

Text: IIW not generated at this time as good cause granted for this case by the court or administrative authority.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	IIW PROVISIONS	G	21	

Process: **ADMIN** Number: **098**

Text: IIW not generated at this time as a written agreement is on file for this case.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	IIW PROVISIONS	A	22	

Process: **ADMIN** Number: **099 – Issues only from cases completed before 11-1-99.**

Text: IIW generated without support amounts and frequencies. The case is set for hearing and support amount is not established.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN** Number: **100**

Text: Initial notices and directions for service (in-state) sent on (GENERATE SERVICE REQUEST DATE) for ADMIN process to be served on (NCP NAME).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE SERVICE	Y	2	
	REQUEST I/O	I		

Process: **ADMIN** Number: **101**

Text: Initial notices and directions for service (out-of-state) sent on (GENERATE SERVICE REQUEST DATE) for ADMIN process to be served on (NCP NAME).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE SERVICE	Y	2	
	REQUEST I/O	O		

Process: **ADMIN** Number: **102**

Text: Initial notices and directions for service (in-state) re-sent on (GENERATE SERVICE REQUEST DATE) for ADMIN process to be served on (NCP NAME).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE SERVICE	R	2	
	REQUEST I/O	I		

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Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE SERVICE	R	2	
	REQUEST I/O	O		

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	REASON	OTHR	5	
	INTERSTATE	N		

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	REASON	LOC, MOVE	5	
		EMPL,		
		DATA,		
		WRNG,		
		ADDR,		
		PERS,		
		REFU,		
		IDEN, APT,		
		JAIL,		
		DECD or		
	INTERSTATE	OTH		
		N		

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	LONG-ARM REASON	ISER, CONS CONC, DIR RES, SUPP or PAT		

Process: **ADMIN** Number: **107**Text: Long-arm jurisdiction established for administrative establishment process based on:
(user input)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	LONG-ARM REASON	OTH		

Process: **ADMIN** Number: **108**

Text: First notice of child support debt for administrative process prepared.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE NOTICES	Y or R	1	

Process: **ADMIN** Number: **109**

Text: First notice of child support debt for administrative process prepared.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE NOTICES	F or R	1	

Process: **ADMIN** Number: **110**Text: Unable to serve NCP with notice packet for ADMIN process on (SERVICE DATE) because: **(codes described at CODEDES xxx)**. Action based on referral from the State of (INITIATING STATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	REASON	LOC, MOVE EMPL, DATA, WRNG, ADDR, PERS, REFU, IDEN, APT, JAIL, or DECD Y	5	
	INTERSTATE			

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Process: **ADMIN** Number: **111**

Text: Attempt to obtain service of notice of support debt was unsuccessful on (SERVICE OBTAINED DATE). Action based on referral from the State of (INITIATING STATE CODE).

Reason:

(user input).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	REASON	OTHR	5	
	INTERSTATE	Y		

Process: **ADMIN** Number: **112**

Text: (blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE GUIDELINES	Y	4	
	CV LTR			

Process: **ADMIN** Number: **113**

Text: (blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE GUIDELINES	Y	26	
	CV LTR			

Process: **ADMIN** Number: **114**

Text: (blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE GUIDELINES	R	27	
	CV LTR			

Process: **ADMIN** Number: **115**

Text: (blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	GENERATE GUIDELINES	R	28	
	CV LTR			

Process: **ADMIN** Number: **116**

Text: Conference requested by the non-custodial parent for the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONFERENCE REQUESTED	Y	29	
ADMIN	INTERSTATE	N		

Process: **ADMIN** Number: **117**

Text: (blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN** Number: **118**

Text: Conference requested by the non-custodial parent for the ADMIN process denied for the following reason:
(WORKER ENTERS REASON)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CSRU RESP	D	30	

Process: **ADMIN** Number: **119**

Text: Negotiation conference regarding administrative process held on (CONFERENCE SCHEDULED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONF HELD	Y		
	INTERSTATE	N		

Process: **ADMIN** Number: **120**

Text: Negotiation conference regarding administrative process held on (CONFERENCE SCHEDULED DATE). Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONF HELD	Y		
	INTERSTATE	Y		

Process: **ADMIN** Number: **121**

Text: ADMIN conference with NCP not held for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONF HELD	N	31	

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Process: **ADMIN** Number: **122**Text: ADMIN conference with NCP not held for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONF HELD	N	39	

Process: **ADMIN** Number: **123**

Text: (blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	GENERATE SECOND NOTICE	Y or R	33	

Process: **ADMIN** Number: **124**Text: CSRU requested judicial review of ADMIN process on (COURT HEARING
REQUESTED DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	A/R	A	10	
ADMIN	INTERSTATE	N		

Process: **ADMIN** Number: **125**Text: CSRU requested judicial review of ADMIN process on (COURT HEARING
REQUESTED DATE). Action based on referral from the State of (INITIATING STATE
CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	A/R	A	10	
ADMIN	INTERSTATE	Y		

Process: **ADMIN** Number: **126**Text: NCP requested judicial review of ADMIN process on (COURT HEARING REQUESTED
DATE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	A/R	R	10	
ADMIN	INTERSTATE	N		

Process: **ADMIN** Number: **127**

Text: NCP requested judicial review of ADMIN process on (COURT HEARING REQUESTED DATE). Action based on a referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	A/R	R	10	
ADMIN	INTERSTATE	Y		

Process: **ADMIN** Number: **128**

Text: Hearing regarding administrative process scheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. The hearing will take place at the following location: (WORKER ENTERS LOCATION)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	INTERSTATE	N	15	22
ADMIN2	A/R	A		23
	COURT HEARING SET	(valid date)		
	HEARING HELD	(blank)		

Process: **ADMIN** Number: **129**

Text: Hearing regarding administrative process scheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. Action based on a referral from the State of (INITIATING STATE CODE). The hearing will take place at the following location: (WORKER ENTERS LOCATION).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN	INTERSTATE	Y	15	22
ADMIN2	A/R	A		24
	COURT HEARING SET	(valid date)		
	HEARING HELD	blank		

Process: **ADMIN** Number: **130**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	GENERATE ORDER	A or R	16	
ADMIN	GENERATE NOTICES	Y		

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Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	GENERATE ORDER	A or R	16	
ADMIN	GENERATE NOTICES	F		

Process: **ADMIN** Number: **132**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	GENERATE ORDER	J or R	38	

Process: **ADMIN** Number: **133**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
ADMIN				

Process: **ADMIN** Number: **134**

Text: NCP waived 30 day time frame for ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	30 DAY WAIVER	Y		

Process: **ADMIN** Number: **135**

Text: Support established by default administrative order in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	COURT HEARING	N		
	REQUESTED	D		
	SUPPORT ESTABLISHED			

Process: **ADMIN** Number: **136**

Text: Support established by default judicial order in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	COURT HEARING	Y		
	REQUESTED	D		
	SUPPORT ESTABLISHED			

Process: **ADMIN** Number: **137**

Text: Support established by court hearing in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	SUPPORT ESTABLISHED	H		

Process: **ADMIN** Number: **138**

Text: Support established by consent of the parties in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	SUPPORT ESTABLISHED	C		

Process: **ADMIN** Number: **139**

Text: Support reserved by judicial hearing in the ADMIN process.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	SUPPORT ESTABLISHED	R		

Process: **ADMIN** Number: **140**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) because the case was dismissed by 215.1.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	DIS	19	30
ADMIN	DISMISSED/PROCESS	N		31
	ENDED			
	INTERSTATE			

Process: **ADMIN** Number: **141**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) because the case was dismissed by 215.1.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	DIS	19	31
ADMIN	DISMISSED/PROCESS	Y		32
	ENDED			
	INTERSTATE			

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Process: **ADMIN** Number: **142**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) because an order was obtained.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	ORD	19	
ADMIN	DISMISSED/PROCESS	N		
	ENDED			
	INTERSTATE			

Process: **ADMIN** Number: **143**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) because an order was obtained. Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	ORD	19	
ADMIN	DISMISSED/PROCESS	Y		
	ENDED			
	INTERSTATE			

Process: **ADMIN** Number: **144**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) because an existing order was discovered.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	OAE	19	33
ADMIN	DISMISSED/PROCESS	N		34
	ENDED			
	INTERSTATE			

Process: **ADMIN** Number: **145**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) because an existing order was discovered.

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	OAE	19	34
ADMIN	DISMISSED/PROCESS	Y		35
	ENDED			
	INTERSTATE			

Process: **ADMIN** Number: **146**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	OTH	19	36
ADMIN	DISMISSED/PROCESS ENDED INTERSTATE	N		37

Process: **ADMIN** Number: **147**

Text: ADMIN process ended on (ACTION DISMISSED/PROCESS ENDED DATE) for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	ACTION	OTH	19	37
ADMIN	DISMISSED/PROCESS ENDED INTERSTATE	Y		38

Process: **ADMIN** Number: **148**

Text: Conference requested by the non-custodial parent for the ADMIN process. Action based on referral from the State of (INITIATING STATE CODE).

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	CONFERENCE REQUESTED	Y	29	
ADMIN	INTERSTATE	Y		

Process: **ADMIN** Number: **156**

Text: Support established in the administrative process

Screen:	Field:	Entry:	Flag:	Status:
ADMIN2	SUPPORT ESTABLISHED	A		

Process: **EST** Number: **02**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
CASE	QUEST	Y or R	EST 10	
PAYEE	CURRENT ACCT TYPE	10, 11, 13, 14, 16, 18, or 19		

Process: **EST** Number: **03**

Text: (Blank narrative)

Screen:	Field:	Entry:	Flag:	Status:
CASE	QUEST	Y or R	EST 11	
PAYEE	CURRENT ACCT TYPE	12 or 15		

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Process: **ADMIN** Number: **001**

Text: Request service of first notice of child support debt for administrative process.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE NOTICES	Y, F, or R	3, 51, 52, 88, 108, 109	

Process: **ADMIN** Number: **002**

Text: Check for service of notice of child support debt for administrative process on the payor.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE SERVICE REQUEST I/O	Y or R I or O	5, 6, 53, 54, 89, 100, 101, 102, 103	

Process: **ADMIN** Number: **003** – **Issues only from cases completed before 11-1-99.**

Text: Check for service of notice of child support debt for administrative process on the payor.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN			7	

Process: **ADMIN** Number: **004**

Text: Administrative process has not been completed. Issue administrative order. The payor was served with notice of child support debt on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE GUIDELINES CV LTR	Y	79, 80, 81, 85, 86, 87, 90, 112	

Process: **ADMIN** Number: **005**

Text: Request service of notice of child support debt for administrative process be reattempted.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	REASON INTERSTATE	(completed) N or Y	10, 56, 104, 105, 110, 111	

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Process: **ADMIN** Number: **006** – **Issues only from cases completed before 11-1-99**

Text: Negotiation conference regarding administrative process needs to be scheduled.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN			12, 58	

Process: **ADMIN** Number: **007**

Text: Enter results of admin conference scheduled today with NCP at (CONFERENCE SCHEDULED TIME).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	13, 59	
ADMIN2	CONFERENCE SCHEDULED	(completed)		
	CONF HELD	(blank)		

Process: **ADMIN** Number: **008** – not used

Text: Exemption for LISAN expires on: (date)

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN				

Process: **ADMIN** Number: **009** – **Issues only from cases completed before 11-1-99.**

Text: Proceed with administrative order. No hearing requested.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN			16, 62	

Process: **ADMIN** Number: **010**

Text: Certify administrative process to court.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	17, 18, 63,	
ADMIN2	A/R	A or R	64, 124,	
			125, 126,	
			127	

Process: **ADMIN** Number: **011**

Text: Schedule hearing for judicial review of administrative process.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	19, 65	
ADMIN2	CERTIFIED TO COURT	(completed)		

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Process: **ADMIN** Number: **012** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN				

Process: **ADMIN** Number: **013**

Text: Hearing not held. Reschedule hearing for judicial review or terminate administrative process.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	21, 67	27, 28
ADMIN2	HEARING HELD	N		

Process: **ADMIN** Number: **014** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN				

Process: **ADMIN** Number: **015**

Text: Enter results of Hearing regarding administrative process scheduled on (HEARING SCHEDULED DATE)

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	22, 68, 128,	3, 15, 22,
ADMIN2	A/R	A or R	129	23, 24
	COURT HEARING SET	(completed)		
	HEARING HELD	(blank)		

Process: **ADMIN** Number: **016**

Text: Administrative order not filed. Check on status.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE NOTICES	Y or R	24, 70, 130,	
ADMIN2	GENERATE ORDER	A, J or R	131	

Process: **ADMIN** Number: **017** – **Issues only from cases completed before 11-1-99.**

Text: Send copy of order resulting from administrative process to interested parties.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN			25, 71	

Process: **ADMIN** Number: **018** – **Issues only from cases completed before 11-1-99.**

Text: Request copy of support order resulting from administrative process from the state of (RESPONDING STATE CODE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN			44	

Process: **ADMIN** Number: **019**

Text: (This flag deletes almost all calendars associated with the admin process).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	29, 46, 50,	7, 12, 11,
ADMIN2	ACTION	DIS, ORD, OAE, or	73, 74, 140,	19, 30, 31,
	DISMISSED/PROCESS	OTH	141, 142,	32, 33, 34,
	ENDED		143, 144,	35, 36, 37,
			145, 146,	38
			147	

Process: **ADMIN** Number: **020** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN				

Process: **ADMIN** Number: **021**

Text: Review case, is good cause still in effect for the IIW?

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN2	IIW PROVISIONS	G	97	

Process: **ADMIN** Number: **022**

Text: Review case, assignment of support is in effect. The written agreement may no longer be valid.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN2	IIW PROVISIONS	A	98	

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Process: ADMIN **Number: 023** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN				

Process: ADMIN **Number: 024** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN				

Process: ADMIN **Number: 025**

Text: Ten days have passed since the NCP was served in the administrative process. Conduct guidelines calculation, if appropriate.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	8, 11, 55,	1, 13
	SERVICE OBTAINED	Y or A	57	

Process: ADMIN **Number: 026**

Text: Administrative process has not been completed. Issue administrative order. The payor was served with notice of child support debt on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE GUIDELINES	Y	113	
	CV LTR			

Process: ADMIN **Number: 027**

Text: Administrative process has not been completed. Issue administrative order. The payor was served with notice of child support debt on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE GUIDELINES	R	114	
	CV LTR			

Process: ADMIN **Number: 028**

Text: Administrative process has not been completed. Issue administrative order. The payor was served with notice of child support debt on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	GENERATE GUIDELINES	R	115	
	CV LTR			

Process: **ADMIN** Number: **029**

Text: Decide whether to accept ADMIN conference request from NCP.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	116, 148	
ADMIN2	CONFERENCE REQUESTED	Y		

Process: **ADMIN** Number: **030**

Text: (This calendar deletes calendar 29).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN2	CSRU RESP	D	118	

Process: **ADMIN** Number: **031**

Text: Administrative process has not been completed. Issue administrative order. The payor was served with notice of child support debt on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	15, 61, 121	
ADMIN2	CONF HELD	Y or N		

Process: **ADMIN** Number: **032**

Text: Admin conference scheduled today with NCP. Enter results of the conference.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	14, 60	
ADMIN2	CONFERENCE SCHEDULED	(blank)		
	CONF HELD	(completed)		

Process: **ADMIN** Number: **033**

Text: 30 days have passed since second notice issued for admin process. Issue administrative order.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN2	GENERATE SECOND NOTICE	Y or R	123	

Process: **ADMIN** Number: **034**

Text: Admin process still active. Check status. Hearing for admin process held on (HEARING HELD DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N	20	25
ADMIN2	HEARING HELD	Y		

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Process: **ADMIN** Number: **035**

Text: Admin process still active. Check status. Hearing for admin process held on (HEARING HELD DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	Y	66	26
ADMIN2	HEARING HELD	Y		

Process: **ADMIN** Number: **036** – not used

Text:

Screen:	Field	Entry:	Narrative:	Status:
ADMIN				

Process: **ADMIN** Number: **037**

Text: Enter results of hearing regarding administrative process scheduled on (HEARING SCHEDULED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	23, 69	4, 16, 29
ADMIN2	HEARING HELD	R		

Process: **ADMIN** Number: **038**

Text: Judicial order for ADMIN process not filed. Check on status.

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN2	GENERATE ORDER	J or R	132	

Process: **ADMIN** Number: **039**

Text: (blank calendar to delete calendars 7 and 32)

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	119, 120,	
ADMIN2	CONF HELD	Y or N	122	

Process: **ADMIN** Number: **040**

Text: Administrative process has not been completed. Issue administrative order. The payor was served with notice of child support debt on (SERVICE OBTAINED DATE).

Screen:	Field:	Entry:	Narrative:	Status:
ADMIN	INTERSTATE	N or Y	8, 11, 55,	
	SERVICE OBTAINED	Y or A	57	

Process: **EST** Number: **10**

Text: Review case for cooperation. Form 470-3877, *Child Support Information*, was sent to the payee 10 days ago. Refer payee for non-cooperation or proceed as appropriate.

Screen:	Field:	Entry:	Flag:	Status:
CASE	QUEST	Y or R	EST 10	
PAYEE	CURRENT ACCT TYPE	10, 11, 13, 14, 16, 18, or 19		

Process: **EST** Number: **11**

Text: Review case for cooperation. Form 470-3929, *Establishment Questionnaire*, was sent to the payee 10 days ago. Proceed with case closure if appropriate

Screen:	Field:	Entry:	Flag:	Status:
CASE	QUEST	Y or R	EST 10	
PAYEE	CURRENT ACCT TYPE	12 or 15		

STATUSES

Process: **ADMIN** Number: **001 Issues only from cases completed before 12/5/01.**

Text: The child support recovery unit has started an action to obtain an order for support against the noncustodial parent named above. The noncustodial parent was served with notice of this action (SERVICE OBTAINED DATE). Please allow us at least 45 days to complete this action.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	8, 79, 80,	4, 25
	SERVICE OBTAINED	Y	81	

Process: **ADMIN** Number: **002 – not used**

Text:

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN				

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Process: ADMIN Number: 003 Issues only from cases completed before 12/5/01.

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the Child Support Recovery Unit. The noncustodial parent has contested this action and a court hearing has been set for (COURT HEARING SET DATE). We will advise you whether your presence is required at this hearing, as well as the results of the hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	22	15
ADMIN2	A/R	A		
	COURT HEARING SET	(completed)		
	HEARING HELD	(blank)		

Process: ADMIN Number: 004 Issues only from cases completed before 12/5/01.

Text: A court hearing was previously scheduled regarding an action taken by the Child Support Recovery Unit to establish a support order against the noncustodial parent named above. This hearing has been rescheduled for (COURT HEARING SET DATE). We will advise you whether your presence is required at this hearing, as well as the results of the hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	23	37
ADMIN2	HEARING HELD	R		

Process: ADMIN Number: 005 Issues only from cases completed before 6/28/02.

Text: Enclosed please find a copy of the support order filed on (SUPPORT ESTABLISHED DATE). Payments should be made in the amount and frequency specified. Failure to comply with this order shall result in the Child Support Recovery Unit taking any enforcement action necessary to secure the support ordered.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	26	
ADMIN2	CC ORDER TO INTERESTED PARTIES	(completed)		

Process: ADMIN Number: 006 Issues only from cases completed before 6/28/02.

Text: Enclosed please find a copy of the support order filed against the noncustodial parent named above on (SUPPORT ESTABLISHED DATE). We will monitor the case for payments and take any enforcement action necessary should the noncustodial parent fail to comply with this order.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	26	
ADMIN2	CC ORDER TO INTERESTED PARTIES	(Completed)		

Process: **ADMIN** Number: **007** – **Issues only from cases completed before 11/1/99.**

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the Child Support Recovery Unit. This action has been terminated.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			29	19

Process: **ADMIN** Number: **008** – **Issues only from cases completed before 11/1/99.**

Text: A recent status report has been received from the Child Support Recovery Unit for the state of (RESPONDING STATE CODE). An action has been started to obtain an order for support against the noncustodial parent named above. The noncustodial parent was served with notice of this action on (SERVICE OBTAINED DATE). We will be sending status requests to this state at least every 90 days if additional information is not received in this time.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			32, 82, 83, 84	

Process: **ADMIN** Number: **009** – **Issues only from cases completed before 11/1/99.**

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the child support agency for the state of (RESPONDING STATE CODE). The noncustodial parent has contested this action and a hearing is scheduled in the state of (RESPONDING STATE CODE) for (COURT HEARING SET DATE). We will advise you of the outcome of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			43	

Process: **ADMIN** Number: **010** – **Issues only from cases completed before 11/1/99.**

Text: A court hearing previously scheduled regarding an action to establish a support order against the noncustodial parent named above by the state of (RESPONDING STATE CODE) has been rescheduled for (COURT HEARING SET DATE). We will advise you of the outcome of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			45	

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Process: **ADMIN** Number: **011** – **Issues only from cases completed before 11/1/99.**

Text: Enclosed please find a copy of the support order filed against the noncustodial parent named above in the state of (RESPONDING STATE CODE) on (SUPPORT ESTABLISHED DATE). We will monitor this case for payment and request that the child support agency of (RESPONDING STATE CODE) take any enforcement action necessary if the noncustodial parent fails to comply with this order.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			74	19

Process: **ADMIN** Number: **012** – **Issues only from cases completed before 11/1/99.**

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the state of (RESPONDING STATE CODE). The child support agency of this state has reported that this action has ended.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			46	19

Process: **ADMIN** Number: **013** **Issues only from cases completed before 12/05/01.**

Text: An action to obtain an order for support through an administrative process has been initiated. The noncustodial parent named above was served with notice of this action on (SERVICE OBTAINED DATE). Please allow us at least 45 days to complete this action.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	55, 57, 85,	4, 25
ADMIN2	SERVICE OBTAINED	Y or A	86, 87	

Process: **ADMIN** Number: **014** – not used

Text:

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN				

Process: **ADMIN** Number: **015**

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the Child Support Recovery Unit. The noncustodial parent named above has contested our action to establish an order for support through the administrative process. A court hearing has been set for (COURT HEARING SET DATE). We will advise you of the results of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	68	15
ADMIN2	A/R	R		
	COURT HEARING SET	(completed)		
	HEARING HELD	(blank)		

Process: **ADMIN** Number: **016**

Text: A court hearing previously scheduled regarding our action to establish an order for support through administrative process has been rescheduled for (COURT HEARING SET DATE). We will advise you of the outcome of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	69	37
ADMIN2	HEARING HELD	R		

Process: **ADMIN** Number: **017 Issues only from cases completed before 6/28/02.**

Text: Enclosed please find a copy of the support order filed against the noncustodial parent named above on (SUPPORT ESTABLISHED DATE).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	72	
ADMIN2	CC ORDER TO INTERESTED PARTIES	(completed)		

Process: **ADMIN** Number: **018 Issues only from cases completed before 6/28/02.**

Text: Enclosed please find a copy of the support order filed on (SUPPORT ESTABLISHED DATE). Payments should be made in the amount and frequency specified. Failure to comply with this order shall result in the Child Support Recovery Unit taking any enforcement action necessary to secure the support ordered.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	72	
ADMIN2	CC ORDER TO INTERESTED PARTIES	(completed)		

Process: **ADMIN** Number: **019 – Issues only from cases completed before 11/1/99.**

Text: The administrative process previously initiated against the noncustodial parent named above was terminated on (ACTION DISMISSED/PROCESS ENDED DATE).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			73	19

Process: **ADMIN** Number: **020 – Issues only from cases completed before 11/1/99.**

Text: A new support order involving the above referenced case was established on (SUPPORT ESTABLISHED DATE). The new order differs from the support order previously entered in your state. A copy of the order is attached.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			93	

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Iowa Department of Human Services

Title 10 Support Establishment and Modification

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Process: ADMIN Number: 021 – Issues only from cases completed before 11/1/99.

Text: The support order involving the above named parent has been modified. A copy of the modified support order is attached.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN			94	

Process: ADMIN Number: 022 Issues only from cases completed before 12/05/01.

Text: This is to inform you that a court hearing has been set for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. Your presence is required at this hearing. The hearing will take place at the following location:

(WORKER ENTERS LOCATION).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N or Y	22, 68, 128,	15
ADMIN2	A/R	A or R	129	
	COURT HEARING SET	(completed)		
	HEARING HELD	(blank)		

Process: ADMIN Number: 023 Issues only from cases completed before 12/05/01.

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the Child Support Recovery Unit. The Child Support Recovery Unit has requested judicial review and a court hearing has been set for (COURT HEARING SET DATE). We will advise you whether your presence is required at this hearing, as well as the results of the hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	128	15
ADMIN2	A/R	A		
	COURT HEARING SET	(completed)		
	HEARING HELD	(blank)		

Process: ADMIN Number: 024

Text: An action to obtain a support order against the noncustodial parent named above was previously started by the Child Support Recovery Unit. We are requesting judicial review. A court hearing has been set for (COURT HEARING SET DATE). We will advise you of results of this hearing.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	129	15
ADMIN2	A/R	A		
	COURT HEARING SET	(completed)		
	HEARING HELD	(blank)		

Process: **ADMIN** Number: **025** **Issues only from cases completed before 12/05/01.**

Text: A judicial hearing regarding support was held on (COURT HEARING SET DATE). You will receive a copy of the order.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	20	34
ADMIN2	HEARING HELD	Y		

Process: **ADMIN** Number: **026**

Text: A judicial hearing regarding support was held on (COURT HEARING SET DATE). You will receive a copy of the order.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	66	35
ADMIN2	HEARING HELD	Y		

Process: **ADMIN** Number: **027**

Text: A judicial hearing regarding support scheduled for (COURT HEARING SET DATE) was not held for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	21	13
ADMIN2	HEARING HELD	N		

Process: **ADMIN** Number: **028**

Text: A judicial hearing regarding support scheduled for (COURT HEARING SET DATE) was not held for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	67	13
ADMIN2	HEARING HELD	N		

STATUSES

Iowa Department of Human Services

Title 10 Support Establishment and Modification

Revised January 13, 2004

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Process: ADMIN Number: **029** **Issues only from cases completed before 12/05/01.**

Text: This is to inform you that a court hearing has been rescheduled for (COURT HEARING SET DATE) at (COURT HEARING SET TIME) M. Your presence is required at this hearing. The hearing will take place at the following location:
(WORKER ENTERS LOCATION).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	23	37
ADMIN2	HEARING HELD	R		

Process: **ADMIN** Number: **030**

Text: The administrative establishment process was ended on (ACTION DISMISSED/PROCESS ENDED DATE). The action was dismissed by 215.1 rules of civil procedure – the judicial time limit was exceeded.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	140	19
ADMIN2	ACTION	DIS		
	DISMISSED/PROCESS			
	ENDED			

Process: **ADMIN** Number: **031**

Text: The administrative establishment process was ended on (ACTION DISMISSED/PROCESS ENDED DATE). The action was dismissed by 215.1 rules of civil procedure – the judicial time limit was exceeded.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N or Y	140, 141	19
ADMIN2	ACTION	DIS		
	DISMISSED/PROCESS			
	ENDED			

Process: **ADMIN** Number: **032**

Text: The administrative establishment process was ended on (ACTION DISMISSED/PROCESS ENDED DATE). The action was dismissed by 215.1 rules of civil procedure – the judicial time limit was exceeded.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	141	19
ADMIN2	ACTION	DIS		
	DISMISSED/PROCESS			
	ENDED			

Process: **ADMIN** Number: **033**Text: The administrative establishment process was ended on (ACTION
DISMISSED/PROCESS ENDED DATE) because an order for support was discovered.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	144	19
ADMIN2	ACTION	OAE		
	DISMISSED/PROCESS			
	ENDED			

Process: **ADMIN** Number: **034**Text: The administrative establishment process was ended on (ACTION
DISMISSED/PROCESS ENDED DATE) because an order for support was discovered.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N or Y	144, 145	19
ADMIN2	ACTION	OAE		
	DISMISSED/PROCESS			
	ENDED			

Process: **ADMIN** Number: **035**Text: The administrative establishment process was ended on (ACTION
DISMISSED/PROCESS ENDED DATE) because an order for support was discovered.

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	145	19
ADMIN2	ACTION	OAE		
	DISMISSED/PROCESS			
	ENDED			

Process: **ADMIN** Number: **036**Text: The administrative establishment process was ended on (ACTION
DISMISSED/PROCESS ENDED DATE) for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N	146	19
ADMIN2	ACTION	OTH		
	DISMISSED/PROCESS			
	ENDED			

STATUSES

August 27, 2002

Iowa Department of Human Services
Title 10 Support Establishment and Modification
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Process: ADMIN Number: **037**

Text: The administrative establishment process was ended on (ACTION
DISMISSED/PROCESS ENDED DATE) for the following reason:
(WORKER ENTERS REASON).

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	N or Y	146, 147	19
ADMIN2	ACTION	OTH		
	DISMISSED/PROCESS ENDED			

Process: ADMIN Number: **038**

Text: The administrative establishment process was ended on (ACTION
DISMISSED/PROCESS ENDED DATE) for the following reason:
(WORKER ENTERS REASON)

Screen:	Field:	Entry:	Narrative:	Flag:
ADMIN	INTERSTATE	Y	147	19
ADMIN2	ACTION	OTH		
	DISMISSED/PROCESS ENDED			



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 27, 2002

GENERAL LETTER NO. 10-I-4

ISSUED BY: Bureau of Collections,
Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter I, **ADMINISTRATIVE
ESTABLISHMENT OF SUPPORT**, Title page, new; Contents (pages 1 and 2),
new; and pages 1 through 102, new.

Summary

This chapter lists the policy and procedures for establishing an administrative order for support on a case. The chapter includes the following:

- ◆ Explanation of eligibility requirements for the process.
- ◆ Explanations of the screens and information for the completion of screens.
- ◆ Narratives, flags, and status information for the administrative establishment process.

Information from Chapter XIV-D(9), **ADMINISTRATIVE ORDERS**, is incorporated into this chapter. Chapter XIV-D(9) is being obsoleted under a separate general letter.

Effective Date

Upon receipt.

Material Superseded

None.

Additional Information

Refer questions about this general letter to your regional collections administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 13, 2004

GENERAL LETTER NO. 10-I-5

ISSUED BY: Bureau of Collections,
Division of Child Support, Case Management and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter I, **ADMINISTRATIVE
ESTABLISHMENT OF SUPPORT**, Contents (pages 1 and 2), revised; pages 1
through 6, 9, 13, 14, 15, 16, 20, 21, 22, 23, 26 through 34, 36 through 52, 53,
56, 57, 85, 93 through 100, revised; and pages 6a, 6b, 6c, 6d, 52a, and 84a, new.

Summary

Chapter 10-I is revised to reflect policy and ICAR changes relating to the administrative establishment process. These changes include:

- ◆ The new procedures for sending forms 470-3877, *Child Support Information*, and 470-3929, *Establishment Questionnaire*.
- ◆ Clarification regarding health insurance and the HIPPA program.
- ◆ Addition of an entry of "A" to the SUPPORT ESTABLISHED field on the ADMIN2 screen.
- ◆ Addition of a narrative to record how support was established.
- ◆ Removal of statuses no longer needed.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 10, Chapter I, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	August 27, 2002
1-6, 9, 13-16, 20-23, 26-34, 36-53, 56, 57, 85, 93-100	August 27, 2002

Additional Information

Refer questions about this general letter to your regional collections administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 1, 2005

GENERAL LETTER NO. 10-I-6

ISSUED BY: Bureau of Collections, Division of Child Support, Case Management and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter I, **ADMINISTRATIVE ESTABLISHMENT OF SUPPORT**, pages 4, 16, 18, 19, 39, and 47, revised.

Summary

This chapter is revised to reflect policy changes relating to the administrative establishment process. These changes include clarification on when to send the following forms and an update to a form number:

- ◆ 470-2819, *What You Should Know About Immediate Income Withholding*,
- ◆ 470-2639, *Request for Financial Statement*, and
- ◆ 470-0204, *Financial Statement and Instructions for Completing the Financial Statement*.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 10, Chapter I, and destroy them:

<u>Page</u>	<u>Date</u>
4, 16	January 13, 2004
18, 19	August 27, 2002
39, 47	January 13, 2004

Additional Information

Refer questions about this general letter to your regional collections administrator.